

Vail School District Job Description

Job Title: Health Aide

Department: School

Reports To: Principal and/or District Nurse

FLSA Status: Non-exempt

Classification: Level 7

Revised: 9/10/2019

SUMMARY: Under the direction of professional staff, the health aide provides health and medical support to students and staff on a daily basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, are non-exhaustive and may be supplemented; other duties may be assigned. To perform this job successfully, an individual must be able to perform each of the essential duties in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Administers first aid to students and staff for minor injuries and accidents, as needed.
- Administers appropriate and approved medications to students.
- Assists with the assessment of illness, diseases, injuries, and certain health screenings (hearing, vision, lice checks, etc.) of students and staff under the direction of professional staff.
- Assists with the school immunization compliance program.
- Reviews, understands, and implements assigned duties pertaining to individualized healthcare plans, including but not limited to:
 - Diabetic management
 - Seizure management
 - Tracheostomy management
 - Gastrostomy feeding tube (G-Tube, PEG, MIC-KEY, etc.) management and feedings
 - Catheter care and management
 - Ostomy management
 - Suctioning as needed
 - Medical injections and/or medication applications via other means as directed by the student's health care provider
- Communicates with parents in a timely manner using acceptable communication methods regarding student absences and/or health issues.
- Reports and records medical records and daily logs of health office visits.
- Maintains and updates health records. Compiles and submits statistical data for state and/or district reports, as directed.

- Operates and maintains the health aide office. Orders and maintains health office supplies and equipment. Answers phones, greets visitors, and/or performs clerical work as assigned.
- Reports sensitive situations, school health hazards, and/or extensive injuries/illnesses to Principal and District Nurse for further evaluation.
- May accompany sick or injured student or staff to their home or to medical facility, as required.
- Works under the protocols established by the District Nurse and/or the Special Education Medical Assistant.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED).

One to three years related experience and/or training; or equivalent combination of education and experience as determined by the Principal or the District Nurse.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to students, parents, and employees of the organization. Ability to communicate effectively with students who have speech, language, and/or other disabilities. Proficient computer and typing skills are required.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to evaluate written materials.

CERTIFICATES, LICENSES, REGISTRATIONS

Must obtain and maintain valid First Aid and CPR certifications. Must participate in appropriate training in AED, CPR, and First Aid, as needed.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift, push, pull, carry, and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus for observing patient conditions and administering appropriate treatment. The job risks exposure to disease/pathogens; blood and bodily fluids; medications; and toxic or caustic chemicals.

WORK ENVIRONMENT

Duties are normally performed in a school setting – indoors and outdoors while interacting with employees, students, and public. The noise level in the work environment is usually moderate.