

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Health Aide

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 183 days, hours per day determined by site requirements.

JOB GOAL: Under direction of the District Nurse, the Health Aide provides basic first aid to students and maintains health related records and other pertinent databases.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCSO and NCSO.

1. Administers emergency care and basic first aid on site per district procedures, and maintains accompanying records.
2. Contacts parents(s)/guardian(s) and/or medical personnel (ambulance and/or hospital) in emergencies as directed by the administrator and maintains accompanying records.
3. Responsible for student health data entry in student file, current student information system, and in electronic databases.
4. Assists with vision, hearing, dental and scoliosis screening.
5. Maintains current health cards, and consults with the school nurse as necessary.
6. Tracks and reports blood borne pathogen incidents, as directed.
7. Dispenses student medication following safe and reliable medical procedures pursuant to district policy.
8. Updates and maintains health records and immunization records.
9. Perform periodic maintenance checks of site's Automated External Defibrillator (AED).
10. Orders and maintains adequate first aid supplies.
11. Conducts head lice checks as necessary.
12. Updates and maintains student emergency contact information.
13. Maintains health office in a clean and orderly manner.
14. Prepares and maintains health related letters, reports, and information on forms, as directed.
15. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
16. Recognizes and reports hazards, and conforms to safety standards as prescribed.
17. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
18. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).
19. Perform other related services as requested/assigned by supervisor/site administrator.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Ability to learn techniques and practices in administering medication to disabled and other students.
2. Ability to work with disabled and other students under trying conditions.
3. Ability to handle emergency situations without supervision, and make sound health care decisions.
4. Ability to work cooperatively with students, parents, and staff using tact, patience, and diplomacy.
5. Ability to determine when to act independently, and when to refer medical situations to the school nurse, administration, or emergency services.
6. Ability to identify and prioritize health-related incidents.
7. Ability to learn laws, rules, and regulations related to health activities.
8. Ability to maintain security of confidential information.
9. Ability to recognize and report hazards and apply safe work methods.
10. Knowledge of Universal Precautions.
11. Knowledge of computers and common use of office equipment.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

12/9/19
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____