

# SCHOOL DISTRICT OF OKEECHOBEE COUNTY

## HEALTH AIDE

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent and TABE Test.
- (2) Computer Proficiency.
- (3) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the techniques and procedures used in working in school health clinic. Ability to relate and communicate effectively with students, teachers, and parents orally and in writing. Ability to operate or learn to operate a variety of technology and equipment. Ability to perform clerical responsibilities. Ability to cooperate and work as a member of a team. Physical ability to lift student if required by job assignment.

#### REPORTS TO:

Principal or designee

#### JOB GOAL

To provide first aide, health screenings and clerical support functions in the school setting under the direction of the school nurse.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Responds quickly to any health emergency on campus and implements appropriate care.
- \*(2) Provides and documents services to students as outlined in the School Health Policy and Procedures Manual.
- \*(3) Assists in the achievement of the Comprehensive School Health Program goals and objectives.
- \*(4) Evaluates students and provides services in a quick and efficient manner.
- \*(5) Enters and maintains clinic records in the school health computer.
- \*(6) Prepares and submits reports on time.
- \*(7) Reviews immunization records and completes Blue Cards (680).
- \*(8) Files records accurately.
- \*(9) Participates in staff meetings, inservice programs and the annual School Health Conference as required.
- \*(10) Makes routine referrals and conducts follow-up activities.
- \*(11) Inventories and orders supplies in a timely manner.
- \*(12) Keeps the school clinic neat, clean and safe at all times.
- \*(13) Reports all unusual occurrences appropriately and follows the chain of command.

##### Employee Qualities/Responsibilities

- \*(14) Meet and deal effectively with the general public, staff members, administrators and other contact persons using tact and good judgment.
- \*(15) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(16) Ensure adherence to good safety standards.
- \*(17) Maintain confidentiality regarding school/workplace matters.
- \*(18) Model and maintain high ethical standards.

## Health Aide - Continued

- \*(19) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(20) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### **Inter/Intra-Agency Communication and Delivery**

- \*(21) Exercise service orientation when working with others.
- \*(22) Keep supervisor informed of potential problems or unusual events.
- \*(23) Use effective, positive interpersonal communication skills.
- \*(24) Respond to inquiries and concerns in a timely manner.
- \*(25) Serve on school/district committees as required or appropriate.

### **System Support**

- \*(26) Exhibit interpersonal skills to work as an effective team member.
  - \*(27) Follow federal and state laws as well as School Board policies, rules and regulations.
  - \*(28) Demonstrate support for the school district and its goals and priorities.
  - \*(29) Demonstrate initiative in identifying potential problems or opportunities for improvement.
  - \*(30) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
  - \*(31) Participate in cross-training activities as required.
- Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### **PHYSICAL REQUIREMENTS:**

Physical requirements may vary depending on particular assignment.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

May be required to restrain a physically active individual as a temporary safety measure.

Job Description Supplement(s) 03, 04, 06

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved: May 8, 2012