



**Position:** Health Aide

**Reports to:** Building Principals

**General Responsibilities:** To provide health care services, including clinical assessments of students and staff; offer clinical nursing care services as appropriate; secure and administer student medication; maintain and review student health care records, including immunization compliance; and provides health care education to students and staff.

**NOTE:** The below lists are not ranked in order of importance  
Essential Duties:

Promote good safety and health practices and procedures
Conduct hearing, and vision, screenings, and make referrals as appropriate
Maintain up-to-date health records for students
Assume responsibility for injured or ill students
Act as a health consultant for teachers, students, school, health, and community agencies
Act as liaison between the school district and the medical community
Authorize exclusion and re-admission of students in connection with infectious and contagious diseases per public health guidelines.
Dispense medication or delegate according to the Ohio Revised Code with appropriate training, demonstrations, supervision, and evaluation
Assist in disease control programs by enforcing local and state immunization laws, and following communicable disease guidelines.
Assist with individual health care plans for students with special health care needs, and in-service staff as needed
Monitor school environment for safety
Act as consultant, health educator, and counselor to promote disease prevention and healthy lifestyles for students, staff, and parents
Provide leadership for school and community health issues

Act as a student advocate
Keep records and emergency contact information updated including the student information system
Observe ethics of the nursing profession; exhibit professional behavior, emotional stability, and sound judgment, and maintain confidentiality
Provide staff with necessary student health information on a need-to-know basis, e.g., health restrictions
Report all cases of child abuse and neglect to the proper authorities
Maintain respect at all times for confidential information, e.g., medical records, prescription medicine, IEP's
Assist students in need of medical care by communicating with parents/guardians about community resources.
Provide individual and group health education to students and parents

**Required Knowledge, Skills, and Abilities**

Ability to work effectively with others
Ability to communicate ideas and directives clearly and effectively both orally and in writing
Effective, active listening skills
Organizational and problem-solving skills
Ability to generate correspondence independently
Excellent computer skills
First-aid training including CPR, AED certification

**Minimum Qualifications:**

- BCI&I and FBI check
- A Current *Registered Nurse* or *Licensed Practical Nurse* with certification to administer medications
- Certificated in CPR

**Required Knowledge, Skills, Abilities:**

- Ability to work effectively with others
- Organizational and problem-solving skills
- Nursing procedures as covered by the Ohio Revised Code
- Possess good health and the physical ability to perform the functions of the position
- Willingness to be trained in first aid and other areas as required
- Ability to assume responsibility and work cooperatively with others
- Ability to work constructively and positively with students

**Equipment Operated:**

- Computer and related equipment
- Audiometer
- Sphygmomanometer
- Vision acuity screen
- Wheelchair
- Eye chart
- Telephone
- Copy machine
- Fax machine
- Scales
- Stethoscope

**Additional Working Conditions:**

- Exposure to blood, bodily fluids, and tissue
- Occasional interaction among unruly children and disgruntled adults
- Interruption of duties by students, visitors, staff, and/or telephone
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds, e.g. paper boxes, deliveries of supplies and equipment
- Occasional repetitive hand motion, e.g., computer keyboard, typing, calculator writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The qualifications listed above are intended to represent the education, experience, skill, and ability levels typically needed to successfully perform the essential duties contained in this job description. The qualifications should not be viewed as individual absolute standards, but considered holistically with other position-related criteria.

The Canfield School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.