



North Chicago Community Unit School District #187 Position Description

POSITION TITLE: Health Aide

LOCATION: Multiple Location

REPORTS TO: District Health Coordinator, Principal, Director of Special Education

PRIMARY FUNCTION:

Under the direct supervision of the District Health Coordinator, a registered nurse, the Health Aide supports the health and well-being of students by promoting a safe and healthy school environment, providing basic medical care within their scope of training, and collaborating effectively with students, families, and staff, all while adhering to established district processes and procedures.

QUALIFICATIONS:

1. Education:
 - Required: Diploma or GED
 - Preferred - Certified Nursing Assistant (CNA) or other Health Care related certification (i.e., Emergency Medical Technician, paramedic, medical assistant, etc.)
 - Other required Certifications: AED and First Aid/CPR
2. Experience:
 - Preferred: Prior experience in a school setting

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

- Supports and monitors students who may present with communicable disease symptoms (including COVID-19, N1H1, influenza, etc.), including monitoring an isolation room, if necessary.
- Adheres to established infection control protocols, including proper hand hygiene, use of personal protective equipment (PPE), and disinfection procedures.
- Administer medications as prescribed, following established protocols and documenting accurately.
- Maintain secure storage of medications, ensuring proper labeling and expiration date monitoring.
- Documents medication administration, including dosage, time, and route, in accordance with school processes and procedures.
- Maintain required documentation for medication administration.
- Respond to medical emergencies according to established school emergency response plans, including first aid, CPR, and AED administration (if certified).
- Assist with implementing emergency action plans for students with specific health conditions (e.g., anaphylaxis, seizures).

- Provide support to pupils who have chronic and/or serious health problems in order to help the pupils adjust to the school environment
- Maintain clear and effective communication with students, parents/guardians, and school staff regarding student health concerns.
- Provide timely and accurate information to the District Health Coordinator regarding student health status and any changes in condition.
- Maintain confidentiality of student health information in accordance with HIPAA and FERPA regulations.
- Document all parent/guardian communications.
- Utilize PowerSchool or other designated systems to maintain accurate and up-to-date student health records.
- Ensure all documentation is legible, accurate, and complete, following district protocols.
- Comply with the laws of the State of Illinois and maintain accurate records of physical examinations, immunizations, and other health matters.
- Seek out and participate in ongoing professional development opportunities to enhance knowledge and skills in school health practices.
- Maintain compliance with the Illinois Department of Public Health (IDPH) guidelines and regulations regarding school health services.
- Follow school district policies regarding student health and safety. Stay current on relevant health guidelines and best practices.
- Completes training workshops as required under the direction of the District Health Coordinator.
- Evaluates one's own performance in relation to guidelines, relevant statutes, rules and regulations.
- Integrates ethical provisions in all areas of practice.
- Makes appropriate assessments and referrals for suspected abuse/neglect as a mandated reporter.
- Performs all other duties as may be assigned by the District Health Coordinator and other administrators.

KNOWLEDGE, SKILLS, AND ABILITIES:

Technical:

- Maintain AED/CPR/First Aid certification
- Competency in the online documentation
- Maintain accurate documentation of student evaluations, reports, and records.
- Understands and demonstrates a compliant understanding of HIPAA and FERPA laws.
- Maintains current State of Illinois certification as CVHT (certified vision and hearing technician)

Interpersonal:

- Ability to respond quickly, competently in an emergency
- Demonstrates ethical practices and compliance with all legal education requirements.
- Professional demeanor and strong communication skills.
- Creates and maintains collaborative and supportive relationships with students and families.
- Creates and maintains collaborative and supportive relationships with coworkers and community contacts.
- Oral and written communications are professional, clearly understood, and accurate.

WORKING CONDITIONS: The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, kneeling, sitting on the floor. This job is performed in a generally clean and healthy environment.

TERMS OF EMPLOYMENT: 197 days

SALARY RANGE: \$20/hour

BENEFITS: 11 sick days; 2 personal days; Individual Medical \$0-20 per paycheck, dental and life insurance

EVALUATION: Annual

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. Scheduling flexibility is required to accommodate changing school/district needs. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The North Chicago Community Unit School District #187 is an Equal Opportunity Employer with established policies prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, an order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, credit history unless a satisfactory credit history is an established bona fide occupational requirement of a particular position or other legally protected categories. The Superintendent of Schools/designee (847-689-8150) addresses questions regarding student discrimination, and the Director of Human Resources (847-689-8150) answers questions concerning staff discrimination.

CREATED: 05/30/2012

REVISED: 4/28/2025