

Position Description

Job Title:	Health Aide	Job Category:	Classified Employee
Department/Group:	Saddle Mountain Unified School District #90	Organizational Relationships:	Directly responsible to the Principal
Level/Salary Range:	Level III	Blood Borne Pathogen Risk:	At Risk
Work Status:	At -Will Employee	Weight Lifting Requirements:	Up to 100 lb.
Work Days:	As assigned by supervisor	Benefits:	Discretionary Leave per Policy Employee Insurance
Work Hours:	As assigned by supervisor	Probationary Period:	30 working days – policy GDF
Fingerprints Check:	As required by ARS 15-512 and District Policies		
Drug Free Campus	The use of illegal drugs is prohibited. The use of tobacco and other substances is prohibited according to policy GBED.		
Position Summary:			
Under general direction, the Health Aide must provide health care to students, who have been identified with specialized health care concerns and complex medical needs. This may require regularly lifting and/or moving up to more than 100 pounds.			
Position Qualifications and Education Requirements:			
1. High School Diploma. 2. Certified Medical Assistant, Emergency Medical Technician (Certification in First Aid and CPR) 3. One year of working experience in a public school system 4. One year of working experience with children. 5. Knowledge of general office procedures 6. Effective communication skills			
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Role and Responsibilities			
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and provide students and staff with a safe, attractive, comfortable, clean and efficient place in which to learn, play, work and develop.			
ESSENTIAL JOB FUNCTIONS:			
1. Apply universal precautions and control techniques. 2. Maintains students’ self-esteem, privacy and confidentiality of personal information or administers first aid as appropriate. 3. Ability to respond quickly and appropriately in emergency situations 4. Assists students with special needs, i.e. trach, feeding tubes, etc. 5. Maintains health records for each student including immunizations, health screens, and present or chronic health conditions and documentation of treatment and medication. 6. On a case by case basis, develops and maintains detailed care plans for students that need complex health care procedures. 7. Administers medication. 8. Provides selected health care treatments approved by the child’s physician or other licensed health professional, the child’s parent or legal guardian, only after having consulted with a school nurse and after having received appropriate training 9. Engaging and encouraging communication skills while interacting with supervisors, students and staff. 10. Prepare and maintain health and medical records as requested by district, state and federal policies/laws. 11. Ability to perform computer data entry of student immunizations and health information. 12. Reports and/or assists with child abuse and neglect calls to Child Protective Services. 13. Implements health screening mandated by state law. 14. Recommends exclusion and readmission of students in compliance with Board policy on infections and contagious diseases			

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15. Other job –related duties as assigned.

OTHER FUNCTIONS:

This description is intended to indicate the kinds of duties and responsibilities that may be required of employees given this title. It shall not be construed as determining what the specific duties and responsibilities of any particular position shall be. It is not intended to limit in anyway the right of supervisors to assign, direct and control the work of employees under their supervision.

Reviewed By:	Cabinet	Date:	October 2010
Approved By:	School Board	Date:	March 27, 2007
Last Updated By:	Juanita Villa	Date/Time:	October 2010