

	Job Title:	Clinic Aide	Reports To:	Principal and Vice Principal
	Location:	TBP Campus	Hours:	As Needed
	Job Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Position Type:	<input type="checkbox"/> Part Time <input checked="" type="checkbox"/> Full Time

Job Function

Under the guidance and supervision of the Principal or Vice Principal, and District Nurse, the Clinic Aide is responsible for providing preventive health services to facilitate students' optimal physical, mental, emotional and social growth and development.

Duties

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following. Other duties may be assigned by the Principal or Vice Principal.

- Monitors compliance of school health program with federal, state and local laws, regulations, and policies.
- Obtains a health history.
- Screens and evaluates findings of deficits in vision, hearing, scoliosis, growth, etc.
- Records immunizations, health findings, and other relevant data.
- Assists District Nurse with development of student health plans.
- Interprets the health status of students to parents and school personnel.
- Recommends corrective action where problems are identified.
- Provides first aid care and medically prescribed services.
- Maintains security of school health supplies.
- Serves as a resource person on health issues for students, parents, faculty, and staff.
- Promotes and assists in the control of communicable diseases.
- Provides input and guidance in the development of health policies, goals, and objectives for the district.
- Exercises professional judgment in making decisions.
- Maintains appropriate confidentiality of student information.
- Communicates appropriately and effectively with students, parents, administrators, and other school personnel.
- Demonstrates a genuine interest in the student population and its health needs.
- Maintains student health records and appropriate clinic sign-in logs and records.
- Maintains a well-organized clinic.
- Understands and complies with all district policies, procedures, and expectations as articulated in the Faculty handbook or as communicated by administration.
- Performs any and all other duties as assigned by the Vice Principal, Principal, District Nurse and Chief Academic Officer.

Skills/Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of constituents or employees of organization.
- Ability and/or willingness to learn to use and understand Microsoft Office for spreadsheets, letters and other written communications in order to effectively communicate information with employees, administration and the Board.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

While performing the duties of this job, the employee is regularly required to sit; use hands to grasp, handle, or feel; and talk or hear. The employee is regularly required to stand, walk, and reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds.

Requirements

- High School Diploma or equivalent.
- Minimum one year experience in healthcare field.
- Must be able to communicate effectively in both English and Spanish.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

This job description is intended to describe the nature and level of work performed by people assigned to this position. It is not to be construed as an exhaustive list of responsibilities and duties of the job incumbents.

Upon review of the job description and requirements:

_____ I am able to perform the essential functions of the job.

_____ I am not able to perform the essential functions of the job without accommodations. (Please list accommodations needed to perform the job functions.)

_____ I am not able to perform the essential functions of the job even with accommodations.

I have received a complete copy of the job description and understand the requirements of the job.

EMPLOYEE NAME (Please PRINT): _____

EMPLOYEE SIGNATURE: _____

Date received: _____

SUPERVISOR NAME (Please PRINT): _____

SUPERVISOR SIGNATURE: _____

Date reviewed: _____

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