

JOB DESCRIPTION
Salina Unified School District #305

HEALTH AID

Purpose Statement:

The job of Health Aid is done for the purpose/s of providing clerical support to the building nurse and assisting the school nurse with the individual health needs of students.

Essential Functions

- Administers first aid and medication for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Maintains contact with the parent/guardian for the purpose of alerting them to any changes in student health.
- Prepares written materials (e.g. medication logs, reports, student activities, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Reports incidents to the school nurse (e.g. fights, suspected child abuse, suspected substance abuse, etc) for the purpose of documenting activities, providing written reference and/or conveying information.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: administering first aid.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality
working as part of a team
working with detailed information/data.

Responsibility

Responsibilities include: working with immediate supervision; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 10% walking, and 80% standing. The job is performed under some hazardous conditions.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Drug Screening
Pre-employment Physical Exam

Certificates & Licenses

None Specified

Continuing Educ. / Training

20 hrs. of inservice every year

Clearances

KBI/FBI Background Check
TB Screening

FLSA Status

Not Evaluated

Approval Date

Salary Grade

Classified Range 6