

**WESTERVILLE CITY SCHOOLS  
OFFICE OF HUMAN RESOURCES**



**JOB DESCRIPTION**

**POSITION:** Health Aide

**WORK SCHEDULE:** WESSA – 9 month – 195 contract days  
Minerva France ES Monday, Tuesday, Wednesday – 9:00 am – 4:00 pm  
Minerva Park MS Thursday, Friday 8:00 am – 3:00 pm

**REPORTS TO:** School nurse and building principal

**SUPERVISES:** N/A

**SALARY:** 20.06-23.33 (if LPN/RN license, an additional \$3.00 per hour)

**POSTING DATE:** October 28, 2025

**JOB SUMMARY:** The Health Aide carries out a diversity of duties of a non-professional and clerical nature in a school or schools to which assigned under the direction of a school nurse. These functions are primarily designed to assist in school health services. (Assisting with clerical responsibilities, assisting with screening procedures, assisting with immunization programs, staying with ill or injured students, giving minor first aid, inventorying, ordering, receiving, checking supplies and equipment, keeping health room supply cabinets and closets in order.) In the performance duties, a Health Aide is responsible to, and under the supervision of, the school nurse and to the building principal where services are provided.

**NOTE:** The lists below are not ranked in any particular order of importance.

**QUALIFICATIONS:** High school diploma or equivalent  
First Aid Course/AED and Pediatric CPR Training Certification  
LPN/RN license preferred (additional \$3/hour if licensed)

**ESSENTIAL FUNCTIONS:**

- Set up and tearing down clinic at beginning and end of year
- Set up first aid supplies for teachers
- Review and recording immunizations
- Record screening results; as well as preparing lists and supplies for screening
- Compile reports
- Input immunizations/screenings/health information into the computer and green card as designated by the nurse/principal
- Inventory/order/receive/checking in clinic supplies
- Keep clinic area in order
- Follow up contacts with parents as directed by school nurse
- Compile daily statistics through logs, clinic slips, computer
- Help in the review of emergency cards
- Type and prepare student health documents as needed by the nurse
- Obtain instructional informational materials as requested by school nurse
- Assist ill or injured student
- Administer basic first aid according to their Basic First Aid Training, Westerville and Franklin County guidelines

- Receive students into health room; taking students' temperature; contacting parent to report student complaints of illness
- Assist with special needs students in particular circumstances when trained by appropriate staff member in the areas of: toileting (diapering, catheterizing), transferring (hoyer lift), special procedures (tube feedings) responsibilities are delegated by the school nurse
- Administer prescribed medication and medication that requires an injection, when there is a completed medication form on file (training must be received by school nurse prior to administering)

Under the direction of the school nurse, Health Aides with RN/LPN licensure can perform the following additional tasks:

- Perform nursing tasks
- Collect and report subjective and objective data
- Collect and report data that contributes to an individual health plan of care created by a school nurse

### **EXPECTATIONS:**

- Typing Skills (Minimum 30 WPM)
- Demonstrated experience working successfully with the children and adults
- Give first aid with training and direction from school nurse
- Physical ability to care for students' bodily needs
- Physical ability to lift students if necessary
- Perform calculations
- Proven skills in Microsoft Office
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Affinity for detail
- Human relations skills; ability to relate to a wide range of people and problems calmly and in an assured manner Proven competence in English composition, grammar, spelling, and punctuation
- Telephone presence
- Knowledge of modern office practices, procedures and equipment
- Maturity, composure, warmth, stability, high energy level and the ability to work independently to organize work schedules, set priorities and coordinate the flow of work through the office

### **OTHER CONDITIONS:**

Assist with clerical duties

Other duties as deemed necessary

Obtain proper ODE certification once hired

### **TERMS OF EMPLOYMENT:**

Work calendar, salary, and benefits established by Board of Education

## EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education Policy on Evaluation of Professional Personnel

*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 employee. The employee will be required to follow instructions and perform duties required by the employee's supervisor(s). All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education and Workforce Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.*

*Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.*

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Name

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Date