

SCHOOL OFFICE/HEALTH AIDE II

Definition

Supervised by the principal, the School Office/Health Aide will assist the principal, the secretary, and the nurse in a variety of office routines and student health related tasks. Under the direction and supervision of the school nurse, perform procedures, such as catheterizations, suctioning, etc., that are of a medical nature, following appropriate training.

Essential Duties

1. Prepare correspondence, forms, and documents;
2. Compute and record cash receipts;
3. Maintain records required by policy, regulation, and good office practice;
4. Receive and dispatch messages;
5. Assist the nurse in health screening activities;
6. Accompany sick or injured students home or to a medical facility when assigned;
7. Perform emergency and routine first aid in the absence of the nurse;
8. Serve as a liaison between school and home;
9. Give medications and treatments under the direction of a District nurse.
10. Assist students with washing, toileting, and other personal duties which may include, but are not limited to: feeding, suctioning, catheterization, tube feeding, bandaging, transferring, changing diapers and clothing under the direction of the nurse.
11. Perform other duties as required

Qualifications

Ability to:

1. Have appearance and mannerisms that set good examples for pupils;
2. Operate standard office equipment including duplicating machines, word processing and computers;
3. Able to do some lifting and assisting with transferring students (as from a chair to a wheelchair to toilet, etc.)

Education

High school diploma or equivalent.

License

California Driver's License;
First Aid and CPR certificates.

Other

Must have a vehicle available for school use.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach forward or above the head more than the average person. The employee must occasionally lift and/or move and push up to 90 pounds such as students and students in wheelchairs. The ability to visit various buildings in the district. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, the ability to hear conversations in quiet and noisy environments and the ability to speak clearly in order to exchange information and make presentations. The employee will frequently interact with the public and other staff and occasionally work extended hours. Some driving is necessary.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. Work is performed mostly indoors. The employee is frequently exposed to infection at a greater risk than the average person. The employee is required to interact occasionally with dissatisfied or abusive individuals. The employee is directly responsible for the safety and well-being of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Adopted 9/19/88;.Revised 5/00;.Amended 5/00