

Sparta Area School District

Article 252 - Specifications for Health Aides

Qualifications:

1. High School Diploma or equivalent
2. CPR/First Aid Certified
3. Perform routine first aid and emergency treatment for ill and injured student(s)
4. Establish and maintain records
5. Understand and follow oral and written directions
6. Establish and maintain cooperative working relationships
7. Strong computer, telephone and organizational skills
8. Ability to ensure and preserve confidential information pertaining to position
9. Strong knowledge of child development
10. Able to be positive and professional at all times
11. Certified Nursing Assistant degree

Reports to:

Health Aides in the event of a problem or concern, should first communicate with the School Nurse. If the issue is not resolved, they should then report to the building principal, followed by the Director of Pupil Services and then the District Superintendent.

Supervision/Evaluation:

Health aide will be evaluated by District Nurse with input from building principal.

Job Goals:

1. Creates and maintains a positive learning environment by relating and working effectively with children
2. Creates and maintains a positive, professional relationship with educators, administration, parents and community members
3. To assist in the achievement of deeply held partnership with the community that actively supports parents, students and families

Performance Responsibilities:

This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed. Workloads may necessitate temporarily performing responsibilities typically assigned to other in the same department.

1. Follow student health care plan, under the direction of the nurse
2. Administer First Aid and/or CPR to any person in the building
3. Administer prescription and non-prescription medication to students under the direction of the School Nurse
4. Screen student vision and hearing
5. Maintain complete and accurate student records, treating student and personnel information as confidential
6. Communicate the needs of students to School Nurse and Administrators
7. Accurately input Medicaid eligible activities into the District approved Medicaid Billing company
8. Contact parents as needed
9. Assist in inventory control
10. Diapering, toileting, catheterizing, feeding via feeding tubes, monitoring students with diabetes, performing head lice checks and student transferring are required
11. Required to complete DPI approved training in the administration of prescription and non-prescription medication.
12. Other similar duties as assigned by School Nurse, Building Principal or Director of Pupil Services

Legal Reference:

Cross Reference:

Approved: October 27, 2015

Revised: