

Corning Union Elementary School District
Job Description

JOB TITLE: HEALTH AIDE

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| Salary Range: | 14 (changed 8/12/15) | Department: | Health Aide |
| Reports To: | School Nurse/Site Administrator | Approved by: | Board of Trustees June 11, 1997 |

POSITION SUMMARY:

To provide assistance to the school nurse and for the care and well being of the students, their health records, health supplies, and health service techniques.

ESSENTIAL FUNCTIONS:

Provides or assists in obtaining first aid for students.

Contacts parents or appointed guardian in the event of student illness or accident.

Assists in the planning and conducting of various health programs under the direction of the school nurse.

Maintains the nurse's office by keeping it stocked with essential equipment and first aid supplies.

Maintains accurate records of all health services that have been provided.

Brings the personal and medical needs of the students to the attention of the school nurse.

Operates various office machines.

Maintains confidentiality of student information.

Assists handicapped students with special needs.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

Other related duties as assigned.

QUALIFICATIONS/EDUCATION:

High school diploma or the equivalent.

Hold and maintain current standard First Aid and CPR certificated.

Strong verbal, written, and interpersonal skills.

Ability to keep accurate and detailed records.

Ability to maintain confidentiality.

Working knowledge of various computers and software desirable.

Ability to work independently with a minimum of guidance and supervision, following oral and written directions.

Must have personality to maintain human relationships demanded in a public service agency.

Ability to speak, read, write, and communicate effectively in English.