



FOREST HILLS LOCAL BOARD OF EDUCATION JOB DESCRIPTION

Board Approval: September 26, 2016
Revised 7/10/23; 10/18/23

Title: Health Aide II (Elementary)
Reports To: Building Principal
Employment Status: Full Time
Terms of Employment: 184 - 190 days, dependent upon the school year/building level calendar
FLSA Status: Non-Exempt
Qualifications:

1. Minimum of High School graduate or equivalent
2. Minimum 18 years of age
3. Has first aid training and cardio-pulmonary resuscitation (CPR) certification
4. Possesses competencies with computers and online programs
5. Possesses good oral and written communication skills
6. Has excellent organizational skills
7. Is motivated and displays a positive attitude and common sense

Definition: The Health Aide provides support and assistance with the efficient operation of school health office. The health aide provides care for students and staff who are ill, or have chronic health conditions, under the supervision of the district nurse.

Key Functions:

1. Maintain and manage the daily operation of the school health room.
2. Maintain confidentiality of student health conditions, health office visits and records.
3. Conduct health office duties in compliance with district policies and guidelines.
4. Communicate effectively with all members of the school district and community.
5. Appropriately operate all health equipment, such as blood pressure monitor and audiometer.
6. Obtain and keep up-to-date health information, emergency medical forms and immunization records of all students, as required by state law, and submit state reports to the Ohio Department of Health by mandated deadlines.
7. Maintain emergency medical and contact information concerning all building staff.
8. Conduct health related screenings (vision, hearing) as required by Ohio law and the Board of Education and also as requested by the building case manager, for multi-factored evaluations/re-evaluations. Send referral letters as directed by state standards and district procedures.
9. Record all daily health room visits, screening results, immunizations and other important information in appropriate electronic health records.
10. Dispense daily and as needed (prn) medications to students during the school day as ordered by a physician and in accordance with district medication administration policy. Document medication administration.
11. Prepare individual health plans, emergency health plans and bus plans, for students with chronic medical conditions with guidance from district head nurse. Distribute copies of plans to appropriate staff members who work with those students.
12. Inform the appropriate and authorized staff of student medical issues and possible restrictions or limitations to daily activities as needed.
13. Obtain appropriate training/skills related to the job duties and provide documentation of completion, such as first aid and CPR. Maintain current certifications.
14. Perform/willing to be trained in skills including but not limited to:
 - a. administering medications (including injections, suppositories, inhalers),
 - b. calculating carbohydrate ratios to determine insulin dosage for diabetic students,
 - c. catheterizing and/or toileting and diapering needs,

- d. tube feedings and lifting students.
15. Monitor student temperatures, assess illness symptoms and administer first aid as needed.
16. Contact parents of ill or injured students and make arrangements for the students to leave the school building, if necessary. Complete a student accident report for injuries.
17. Initiate emergency procedures for students and staff as needed.
18. Contact parents as needed to replenish student medications and supplies.
19. Consult with support staff, teachers, administrators and counselors as needed regarding student health issues.
20. Maintain clinic equipment and assess need for consumable supplies on at least an annual basis. Check building Automatic External Defibrillator(s) (AEDs) on a daily and monthly basis, as per manufacturer's recommendations.
21. Prepare all needed field trip supplies and medications. Review medication administration guidelines and procedures with the teacher accompanying the students and make sure those items are returned to the health office after the field trip.
22. Maintain computerized records of student attendance and absences.
23. Call parent/guardian when needed to verify absences.
24. Work with building administrator regarding action steps for students with multiple absences.
25. Perform other duties as assigned.

ADDITIONAL WORKING CONDITIONS:

- 1. Job may require time periods of prolonged standing or sitting.**
- 2. Occasionally requires physical exertion to manually move or lift students or objects up to 50 lbs.**
- 3. Occasionally requires bending, stooping and reaching.**
- 4. May be working in noisy and/or crowded environments.**
- 5. Will need to complete work through many interruptions**

NOTE: The job description statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

Forest Hills Schools does not discriminate nor tolerate harassment in its employment opportunities, educational programs or activities for any reason including on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, sexual orientation, age or genetic information.



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JOB DESCRIPTION ACKNOWLEDGEMENT

Title: Health Aide II

Position Incumbent:

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Local Superintendent or designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

(Signature)

(Date)