



Littleton Elementary School District Position Description

TITLE: Health Aide

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: The primary goal of the Health Office Assistant is to care for student health injuries and/or illnesses in an expedient and safe manner. The Health Office Assistant works with parents, students and District personnel for the control and prevention of disease and for the development of optimum health of each student.

PRINCIPLE DUTIES: (essential functions)

- Provides basic first aid and attends to student health needs. Performs clerical duties including creating and updating records, reports, and filing; telephoning; routine referrals; and follow-up activities as required by site or district administration.
- Maintains health office, orders supplies, and makes copies as needed.
- Distributes and/or administers prescription and non-prescription medication to students upon receiving training through or by the school district.
- Evaluate and attend to student health needs including the ability to check vital signs and operate general and specialized medical equipment when needed.
- Maintains current school health records and clinic logs. Updates student health information and ensures health records are maintained in a confidential manner.
- Schedules and assists with vision and hearing screenings for students.
- Assists the student, school personnel, and parents in understanding and coping with a student's disability or condition.
- Assists and gathers records and reports for statistical data relating to health concerns and nursing service.
- Supports district and school-based wellness initiatives and performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures.

Knowledge of safety rules and regulations.

Skill in assisting children and special needs students.

Skill in reacting quickly to situations that could create personal stress and safety problems.

Skill in maintaining composure and working effectively under stressful conditions.

Skill in using courtesy and respect in providing personal services to students, parents and community members.

Skill in performing first aid and CPR.

Skill in closely following verbal and written instructions and procedures.

Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Work is performed in an school office setting, with moderate physical requirements. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 50 pounds.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent; experience working with children and persons with disabilities is desirable; OR an equivalent combination of education and experience that provides the required knowledge and skill. Must pass a thorough background investigation.

REQUIRED LICENSE/CERTIFICATION: First Aid and CPR certifications are required.
Arizona IVP Fingerprint Clearance Card

TERMS OF EMPLOYMENT: Ten months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.

Employee Signature: _____ Date: _____