

**JOB DESCRIPTION**

**Job Title:** **SCHOOL HEALTH ASSISTANT – AIDE**

**Qualifications:**

1. Minimum certification as a certified nursing assistant (CNA) or a Licensed Practical Nurse (LPN), or equivalent. Registered Nurse (RN), BS in nursing (BSN) or equivalent preferred.
2. Current certification in CPR/AED.
3. Willing to be trained as a delegate to administer allowable emergency medicine and services.
4. Willing to be trained in recommended district training, including HIPPA and crisis prevention (CPI) training.
5. Good oral and written communication skills.
6. Knowledge of child growth and development and appropriate health practices for safety and well-being of students.
7. Ability to follow supervisory direction and follow district policies, regulations and protocols pertaining to confidentiality, safety, and well-being of students and staff.
8. Ability to work as a team member and exercise good judgment.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**Reports to:** Director of Athletics/Designated Administrator

**Supervises:** Assists in health care of students under the supervisor of the school nurse or delegate, principal or other designed certified personnel.

**Job Goal:** Under the supervision of the school nurse, provides allowable first aid, emergency, and other health care services to students, school staff, and school visitors following the regulations and procedures established by the district.

**Performance Responsibilities:**

1. Provides allowable emergency services, such as epi-pen delegate; glycogen delegate, AED/CPR and first aid administration.
2. Participates in required training and certification.
3. Provides health services to medically fragile students with oversight of a school nurse or delegate.
4. Maintains records and reports, as directed by school nurse or delegate, or other district administrator.
5. Participates in crisis intervention activities, as directed by school nurse or delegate, or other district administrator.

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6. Provides clerical and other non-medical services in health office under the supervision of a school nurse or delegate.
7. May provide additional health duties, as allowed by certification and training, with oversight by school nurse.
8. Follow all procedures and policies for school employees and health officials.

**Terms of**

**Employment:** Work year and hourly rate to be determined by the Board of Education.

**Evaluation:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on non-certificated staff.

**Approved by:** **Board of Education**      **Date:** **November 14, 2016**

**Revised:**