

**WESTERVILLE CITY SCHOOLS
OFFICE OF HUMAN RESOURCES**



JOB DESCRIPTION

POSITION: Health Aide

WORK SCHEDULE: WESSA – 9 month – 195 contract days

REPORTS TO: School nurse and building principal

SUPERVISES: N/A

SALARY: 19.53-22.72 (if LPN/RN license, an additional \$3.00 per hour)

POSTING DATE: April 15, 2025

JOB SUMMARY: The Health Aide carries out a diversity of duties of a non-professional and clerical nature in a school or schools to which assigned under the direction of a school nurse. These functions are primarily designed to assist in school health services. (Assisting with clerical responsibilities, assisting with screening procedures, assisting with immunization programs, staying with ill or injured students, giving minor first aid, inventorying, ordering, receiving, checking supplies and equipment, keeping health room supply cabinets and closets in order.) In the performance duties, a Health Aide is responsible to, and under the supervision of, the school nurse and to the building principal where services are provided.

NOTE: The lists below are not ranked in any particular order of importance.

QUALIFICATIONS: High school diploma or equivalent
First Aid Course/AED and Pediatric CPR Training Certification
LPN/RN license preferred (additional \$3/hour if licensed)

ESSENTIAL FUNCTIONS:

Set up and tearing down clinic at beginning and end of year
Set up first aid supplies for teachers
Review and recording immunizations
Record screening results; as well as preparing lists and supplies for screening
Compile reports
Input immunizations/screenings/health information into the computer and green card as designated by the nurse/principal
Inventory/order/receive/checking in clinic supplies
Keep clinic area in order
Follow up contacts with parents as directed by school nurse
Compile daily statistics through logs, clinic slips, computer
Help in the review of emergency cards
Type and prepare student health documents as needed by the nurse
Obtain instructional informational materials as requested by school nurse
Assist ill or injured student
Administer basic first aid according to their Basic First Aid Training, Westerville and Franklin County guidelines
Receive students into health room; taking students' temperature; contacting parent to report student complaints of illness
Assist with special needs students in particular circumstances when trained by appropriate staff member in the areas of: toileting (diapering, catheterizing), transferring (hoyer lift), special procedures (tube feedings) responsibilities are delegated by the school nurse

Administer prescribed medication and medication that requires an injection, when there is a completed medication form on file (training must be received by school nurse prior to administering)
Under the direction of the school nurse, Health Aides with RN/LPN licensure can perform the following additional tasks:

- Perform nursing tasks
- Collect and report subjective and objective data
- Collect and report data that contributes to an individual health plan of care created by a school nurse

EXPECTATIONS:

Typing Skills (Minimum 30 WPM)
Demonstrated experience working successfully with the children and adults
Give first aid with training and direction from school nurse
Physical ability to care for students' bodily needs
Physical ability to lift students if necessary
Perform calculations
Proven skills in Microsoft Office
Effective, active listening skills
Organizational and problem solving skills
Ability to work effectively with others
Ability to communicate ideas and directives clearly and effectively both orally and in writing
Affinity for detail
Human relations skills; ability to relate to a wide range of people and problems calmly and in an assured manner
Proven competence in English composition, grammar, spelling, and punctuation
Telephone presence
Knowledge of modern office practices, procedures and equipment
Maturity, composure, warmth, stability, high energy level and the ability to work independently to organize work schedules, set priorities and coordinate the flow of work through the office

OTHER CONDITIONS:

Assist with clerical duties
Other duties as deemed necessary
Obtain proper ODE certification once hired

TERMS OF EMPLOYMENT:

Work calendar, salary, and benefits established by Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education Policy on Evaluation of Professional Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow instructions and perform duties required by the employee's supervisor(s). All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education and Workforce Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.

Name

Date