

# Farmersville Unified School District

## JOB TITLE: HEALTH AIDE

### JOB DESCRIPTION

#### **Definition:**

Under the direction of the district nurse and site administrator, is responsible for implementing and carrying out the functions of the school health program; performs related work as assigned.

#### **Examples of Duties:**

- ▶ Maintains health office files and supplies in school offices;
- ▶ Sends written notices as directed;
- ▶ Helps compile statistical reports;
- ▶ Assists nurse and/or doctor with special state mandated screening procedures such as dental, physical examinations, etc.;
- ▶ Records result of screening on appropriate district forms;
- ▶ Transports ill or injured students when parents have no transportation;
- ▶ Verifies immunization status of all students;
- ▶ Sends written notice to all parents on incomplete compliance with the law
- ▶ Administers first aid care to students and employees in the health office;
- ▶ Checks and maintains related duties as assigned;
- ▶ Makes home telephone calls and visitations as assigned;
- ▶ Performs other related duties as assigned.

#### **Knowledge of:**

- ▶ State health laws pertaining to school children
- ▶ First aid and general health treatment

#### **Ability to:**

- ▶ Understand and carry out oral and written instructions
- ▶ Administer first aid
- ▶ Accurately complete all required health reports
- ▶ Type accurately from clear copy at a rate of 35 wpm
- ▶ Perform routine clerical work
- ▶ Obtain a valid California Driver's License
- ▶ Maintain cooperative, effective relationships with those contacted in the course of work
- ▶ Obtain a regular Red Cross First Aid Certificate within three months of employment. Failure to obtain appropriate certificate will result in termination of employment.
- ▶ Ability to stand and walk for long periods of time; ability to sit, bend, kneel, perform grasping and handling motions and torso rotations on a continuous basis, lift and carry 40 lbs., ability to reach in all directions; adequate sight or corrected vision to read printed directions or instructions; hear and speak to communicate with co-workers, students and the public; have dexterity of the hands and fingers to operate office equipment; ability to work in rush conditions.

#### **Experience:**

- ▶ One (1) year of successful clerical experience in a clerical or health field preferred.

#### **Education:**

- ▶ Applicants must possess a high school diploma supplemented with training as a Nurse's Aide.

#### **Requirements:**

Applicants selected for employment will be required to pass a district proficiency test, submit fingerprint clearance, negative TB test at their own expense and a Valid California Driver's License (use of private vehicle may be required).

Approved by Board: July 14, 1992  
Revised: February 22, 2006  
CSEA Approved: February 22, 2006 By Y. Castro  
Board Approved: March 28, 2006