

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title: Health Aide****File 503****Reports To:** Health Care Coordinator

Job Objective: Helps implement the district's school health service program by providing first aid to students and staff due to illness or injury, especially in the absence of the Health Care Coordinator.

Minimum Qualifications:

- First aid and CPR training.
- High School diploma or general education degree (GED)
- RN/LPN preferred.
- Maintains a record free of criminal violations that prohibit public school employment.
- Such alternatives to the above qualifications as the Superintendent and/or board may find appropriate

Preferred Attributes:

- Word processing, spreadsheets and computer skills.
- Related experience preferred.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- Ability to communicate ideas and directives clearly and effectively both orally and in writing.
- Ability to work effectively with others and demonstrate excellent customer-service skills.
- Effective interpersonal skills. Conscientious and self-directed.

Physical Demand Level¹:

- Heavy strength: Exerting 50–100 lbs occasionally, 25–50 lbs frequently, or 10–20 lbs constantly , lifting/carrying, pushing/pulling (with hands or feet). (Note: Heavy strength is required due to occasional requirements for a 2-person lift of children up to 80 pounds per person and occasionally pushing/pulling up to 200 pounds on wheels).
- Body Position/Movement: Frequently sitting , frequently standing/walking , seldom crawling , occasionally kneeling , occasionally crouching, and stooping.
- Manipulation/Coordination: Frequently gross manipulation (handling) , frequently fine manipulation (fingering) , and seldom operating foot/leg controls.
- Reaching: Frequently at/below shoulder level, and overhead.
- Duties require communicating verbally, near/far visual acuity, depth perception, field of vision, and talking/hearing.

¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

- Administers first aid in accordance with established first aid procedures and assumes responsibility for injured or ill students.
- Assists school personnel in establishing sanitary conditions and follows the district's contagious disease policy.
- Assists with implementation and maintenance of student care plans in compliance with district policies and physicians' orders, including but not limited to diabetic plans, seizure plans, and other conditions.
- Collects and maintains up-to-date student health records (e.g., immunization status, medical histories, etc.) and reviews emergency medical forms.
- Conducts hearing, vision, and/or additional required screeners for assigned building and charts results on permanent health records.

- Ensures compliance with pre-school specific ODE requirements, including but not limited to eye exams, etc.
- Ensures safety of students.
- Ensures student treatment consent forms are on file.
- Monitors the security, inventory, and documentation of stored medicine and ensures overall compliance with district policies and procedures relating to stored medicine. Dispenses student medications on a daily and as-needed basis and documents each interaction according to district guidelines/policies.
- Maintains accurate daily records of student clinic visits, treatments, interventions, and other health-related encounters.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Maintains open lines of communication with parents/guardians about student health concerns, including but not limited to communications concerning screening results, referrals, required medical documentation, student illness, student injury, medication concerns/inventory, and other health-related needs.
- Performs clerical work using various technology skills (i.e. word processing, data entry, spreadsheets, and other software) and assists in the preparation of reports.
- Performs health screening procedures. (e.g., vision, hearing, etc.)
- Respects the educational environment. Avoids disrupting building activities.
- Responds to requests for health-related assistance. Conducts a patient assessment and administers first aid. Calls emergency medical services as needed.
- Consistently performs all aspects of the job. Diligently pursues high-quality results.
- Interacts in a positive manner with staff, students, parents, and community members.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.
- Maintains open/effective communications. Serves as a reliable information resource.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.
- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.
- Keeps current with emergency preparedness and response procedures.
- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.
- Attends meetings and in-services as required.
- Performs other specific job-related duties as directed.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Frequent interaction with unruly children.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Occasional requirement to travel to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

Occasional requirement to work past scheduled hours under certain circumstances (i.e. emergencies, illnesses, building screenings).

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.