

HEALTH OFFICE AIDE

DEFINITION

Under supervision of the Health Services Specialist, to assist in paraprofessional activities related to health office services; to work within the framework of school laws, District policy, and first aid/CPR standards; to perform basic clerical duties; and to do related work as required.

EXAMPLES OF DUTIES

Administer first aid and medication, as indicated; maintain cot and treatment room along with receiving and storage areas; admit students to Health Office and supervise; contact parents regarding ill students; record dispositions of student complaints or injuries; assist with monitoring attendance of students with identified health problems/special needs; assist with specialized health procedures, as trained and assigned; i.e., suctioning, tube feeding, catheterization, etc.; review and clarify health problems lists; maintain student health records, emergency cards, daily record cards, and other miscellaneous files; monitor compliance with and prepare and maintain reports/records of mandated screenings, Section 504 plans, and immunizations (i.e., TB, immunizations, school entrance physicals, hearing, vision, Child Health and Disability Prevention [CHDP], etc.); prepare statistical information when required; handle the basic Health Office clerical responsibilities such as answering the phone, preparing records, typing letters, filing of testing results, screening follow-ups, etc.; prepare letters for parent approval/disapproval of health programs when indicated (examples: scoliosis, growth & development, hearing & vision); do necessary duplicating duties; inventory and submit order for health office supplies and first aid supplies; and perform other related duties as assigned.

QUALIFICATIONS

Knowledge of

Typing, filing and record keeping; correct English usage, spelling, grammar and punctuation; first aid procedures; general concepts of childhood growth and development, childhood behavior characteristics, and health services in public school.

Ability to

Take responsibility for supervising students; deal effectively with parents; speak clearly and distinctly; demonstrate patience, warmth, and liking for children; perform routine clerical duties; understand and carry out oral and written instructions; render preliminary first aid steps; learn and perform specialized health procedures; and maintain District-approved First Aid and CPR Certificates.

Experience

None required, but some experience in dealing with school age children is preferred. Some clerical/record keeping experience is preferred.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Light: Standing or walking much of the time with some bending, stooping, squatting and twisting. Light lifting frequently involved.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: March 12, 1996

Revised: December 12, 2000 effective January 1, 2001

Revised: December 10, 2002 effective January 1, 2003

Revised: August 4, 2022