

SCHOOL HEALTH AIDE

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for performing work in the school health office under professional supervision. The incumbent relieves the nurse of the more routine aspects of health office duties and also in receiving and taking care of the needs of students in the health office. The incumbent at times must be prepared to work without direct supervision. Work is reviewed through observation and written reports. Supervision over the work of others is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists in administering first aid to students or may provide limited first aid treatment in the absence of the nurse;

Assists in maintaining a daily log and other records and reports maintained by the health office (accident reports, immunization records, etc.);

Assists in conducting vision, hearing and various other screening exams;

Assists in conducting periodic head checks to screen for lice;

Answers the telephone;

Contacts parents regarding students' absences and/or illnesses;

Maintains first aid and office supplies for the health office;

May type memoranda and form letters regarding students' physical and medical problems;

May occasionally assist in supervising recreation, lunch periods, study halls, etc.;

May occasionally assist teaching and other professional staff by providing limited assistance to students;

May maintain attendance records;

May assist in administering medication prescribed by students' physician;

May assist in reviewing applications for free and reduced lunch;

May contact appropriate school district personnel regarding suspected child abuse or neglect.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of first aid procedures and techniques; working

knowledge of medical terminology; ability to work calmly and well under stress; ability to establish and maintain good rapport with students, parents and staff members; ability to learn cardiopulmonary resuscitation techniques; ability to perform simple clerical procedures; neat personal appearance; tact and courtesy; good powers of observation; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a certificate indicating satisfactory completion of a basic Red Cross first aid course.

ULSTER COUNTY
5755 SCH HL AID
Classification: Non-Competitive
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Adopted: April 19, 1993
Revised: September 12, 1994