

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: HEALTH AIDE TECHNICIAN

BASIC FUNCTION:

Under the direction of the school principal, provide assistance and support for various health programs in the District; administer basic first aid and screen ill or injured students in accordance with State laws and District regulations; perform a variety of clerical and financial accounting duties in support of school office operations; prepare and maintain a variety of records, files and reports.

RESPONSIBILITIES:

- Provide assistance and support for various health programs in the District.
- Assess immediate health needs of ill or injured students; performs first aide procedures and screen ill or injured children according to established procedures; utilize a variety of health products and supplies in caring for injuries and health needs.
- Notify nurse, administrator, parents or paramedics of emergency situation as necessary; provide emergency assistance such as mouth to mouth resuscitation or CPR as needed.
- Administer prescription medicine to students according to established time lines and physician instructions.
- Screen students for lice; provide information to students regarding lice; provide lice removal medication; follow-up with students as appropriate.
- Prepare, maintenance and type a variety of health-related records and files including student health records, student cum updates, immunization records, emergency medical records, accident reports and health and safety reports; prepare correspondence, forms, notices and referrals; maintain files and duplicate materials as needed.
- Maintain health office in a clean, orderly and safe condition; maintain inventory and order first aid supplies as necessary.
- Assist with incoming kindergarten student screenings including vision testing, height and weight recording; review immunizations and health history; assist with other screening activities as assigned.
- Operate a computer and assigned software; operate standard office equipment as assigned.
- Assist with various clerical activities including answering phones, duplicating and typing materials and other activities as needed; assist with lunch duty as assigned.
- Assist the District nurse in gathering information for State-mandated, periodic and special reports.
- Maintain and record student attendance; record daily calls to parents regarding student absences; compile and generate attendance reports.
- Prepare and compile District attendance reports and other assigned reports according to established timelines.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- First Aid and age-appropriate CPR techniques
- Health and safety regulations
- Laws, rules and regulations regarding child abuse and assigned activities.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Administer first aid to ill or injured students.
- Perform mouth-to-mouth and CPR in emergency situations.
- Establish and maintain files, records, and reports.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Learn routine communicable disease symptomatology.
- Plan and organize work.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing with students, parents, staff, administrators, and members of the public
- Read, explain and follow rules, regulations, policies and procedures.
- Apply appropriate care and procedures related to ill or injured students.
- Perform clerical duties such as filing, duplications, typing and maintaining records.
- Operate health and standard office equipment as required.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: graduation from high school and one year of clerical or office experience including some experience in a health office.

LICENSES AND OTHER REQUIREMENTS:

- Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

- Health office environment
- Busy office environment with frequent interruptions

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate medical supplies and equipment.
- Seeing to assess injuries or illness.
- Hearing and speaking to exchange information in person or on the telephone.
- Lifting, carrying, pushing or pulling moderately heavy children.
- Bending at the waist, kneeling or crouching to assist students.
- Reaching overhead, above shoulders and horizontally to retrieve supplies.

HAZARDS:

- Exposure to blood-borne pathogens and bodily fluids.
- Communicable diseases.

TERMS OF EMPLOYMENT:

Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance.

SALARY:

Placement on the Classified Salary Schedule on Range 18.