

HEALTH AIDE - SCHOOLS

Code No: 5-08-006
NON-COMPETITIVE
(All Schools ONLY)

DISTINGUISHING FEATURES OF THE CLASS: This is routine work in a school which involves assisting a school nurse in a variety of clerical and basic health related tasks such as recording information on student health records, performing prescreening procedures to detect sensory problems and general clerical duties. Work is performed under direct supervision from the school nurse. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Performs various screening procedures: vision, hearing and color perception;

Measures and records students' height and weight;

Carries out first aid procedures for emergency and non-emergency care;

Arranges for or provides transportation for ill or injured students;

Records information on health records;

Types correspondence, department forms, accident reports and sports eligibility lists;

Files health records and educational material;

Duplicates and distributes health-related material;

Attends faculty and department meetings;

Keeps inventory and requisitions supplies;

Checks and records absences on attendance cards and notifies parents concerning absent students.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of general office procedures; good knowledge of routine and emergency first aid procedures; working knowledge of audio and visual testing; working knowledge of inventory maintenance; ability to type; skill in working with young people; ability to communicate verbally; ability to handle confidential information; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENT: Depending on the jurisdiction, possession of a certificate of completion for the American Red Cross' Standard First Aid Course may be required at time of appointment*.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: March 20, 1986

REVISED: October 9, 1997

REVISED: May 7, 2009

ADDITIONAL INFORMATION: Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.