



## **STAFF REPORT**

**TO:** Board President and Trustees

**FROM:** Joyce Edwards

**DATE:** November 5, 2018

**SUBJECT:** Job Description – Health Aide

### **Recommendation:**

The recommendation is to approve the revised job description for the Health Aide.

### **Discussion:**

The minimum requirements have changed. The Health Aide position does not require the same qualifications as an Instructional Aide, therefore, the requirement of an AA Degree or 48 semester units have been removed. The requirements for a Health Aide is focused around the medical certifications and experience in health care services.

### **Fiscal Impact:**

N/A

### **Follow-up for Staff:**

Provide a copy of the board approved job description to the Human Resources department.

### **Attachments:**

Health Aide Job Description.



## **Job Description**

### **Health Aide**

Classified Bargaining Unit Position  
Range 2 – 180 Work Days/School Year

#### **Job Summary:**

Performs medical treatments and procedures necessary in providing health care services to students.

#### **Immediate Supervisor:**

Principal

#### **Minimum Qualifications & Abilities:**

- High school diploma or equivalent. AA Degree Preferred
- CPR/First Aid/AED Certification.
- Knowledge of and ability to utilize a variety of methods, procedures and equipment commonly used in health care services.
- Knowledge of crisis management techniques; ability to react effectively in emergency situations; knowledge of community emergency medical resources.
- Knowledge of current technology with basic skills in software applications, including but not limited to Microsoft Word and Excel.

#### **Essential Functions:**

- Administers first aid to students.
- Assists the school nurse with annual testing requirements.
- Monitors and administers prescribed medications.
- Contacts parents/guardians about student illness or injuries; alerts district nurse and administrators to serious health issues.
- Maintains documentation of health care services; updates and maintains medical records.
- Maintains supplies for health services.
- Assists school nurse in monitoring required immunizations for students.
- Performs catheterization and blood sugar testing as required.
- Maintains current knowledge of skills and techniques related to position; attends training sessions, workshops and other in-service activities as needed.

- Maintains confidentiality of student records in accordance with District and legal requirements.
- Communicates effectively with parents and guardians.
- Performs other duties as assigned by Superintendent or designee.

Board Approved:

# JOB TASK ANALYSIS

<b>Employer:</b>	Richland School District
<b>Job Title:</b>	Health Aide
<b>Location:</b>	School Sites

<b>Contact Person:</b> Principal	
<b>Phone Number:</b> (661) 746-8600	
<b>Hours/Day:</b> 6.5	<b>Days/Week:</b> 5

FUNCTIONAL MOBILITY	OCCAS	FREQ.	CONT	NOT REQ
Sitting		X		
Standing		X		
Walking		X		
Crawling	X			
Stair Climbing	X			
Ladder Climbing	X			
Balancing	X			
Squatting	X			
Stooping		X		
Twisting at the Torso		X		
Kneeling		X		
Forward Bending		X		

HAND/ARM TASK	O	F	C	RT	LT
Pinch		X		X	X
Grip		X		X	X
Fine Manipulation		X		X	X
Finger Press		X		X	X
Keypad		X		X	X
Keyboard		X		X	X
Vibration					
Required Force	X			X	X
REACHING	O	F	C	RT	LT
Floor to Waist		X		X	X
Waist to Chest		X		X	X
Chest to Overhead		X		X	X

LIFTING							
WEIGHT	FREQUENCY				OBJECTS	LIFT HEIGHT	
	MIN	OCCAS 11-33%	FREQ. 34-66%	CONT. 67-100%		LOWEST POINT	HIGHEST POINT
1 - 25 LBS.			X		supplies, equipment, children	floor	overhead
26 - 50 LBS.		X			equipment, children	floor	chest
51 - 75 LBS.	51+ lbs. requires assistance						
76 - 100 LBS.							
100+ LBS.							
CARRYING					OBJECTS		
1 - 25 LBS.			X		supplies, equipment, children		
26 - 50 LBS.		X			equipment, children		
51 - 75 LBS.	51+ lbs. requires assistance						
76 - 100 LBS.							
100+ LBS.							
PUSH/PULL - MAX. FORCE					OBJECTS		
1 – 25 LBS.			X		equipment, wheelchairs		
26 - 50 LBS.	X				equipment, wheelchairs		
51 - 75 LBS.	X				wheelchairs		
76 - 100 LBS.	X				wheelchairs		
100+ LBS.	X				wheelchairs		