

# ROCKLIN UNIFIED SCHOOL DISTRICT

## Job Description



**JOB TITLE:** Health Aide

**SUMMARY:**

To prepare, maintain, and update student health/immunization records and files; to administer First Aid and perform other routine technical activities in the assistance of ill and injured students. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job classification performs a variety of responsible functions in assisting the Health Supervisor and Licensed Vocational Nurses and administration with designated health maintenance/prevention activities as well as assigned clerical tasks. This job classification requires a high level of communication skills, organizational skills, and initiative.

**SUPERVISOR:** School Principal/Health Supervisor

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Organizes, prepares, maintains, and updates information for student health records and files such as scoliosis, dental, medical problems, etc.
- Maintains and updates immunization records on all students, verifying accuracy and completeness
- Reviews student immunization records and advises nurses, students, and parents of immunization needs to meet state requirements
- Administers First Aid according to established District policies and procedures
- Assists Health Supervisor and Licensed Vocational Nurses in school health programs and tests such as hearing, vision, dental, etc.

- Following training by and under supervision of a credentialed school nurse, assists students in personal care such as toileting, dressing, grooming; feeds children unable to feed themselves
- Maintains lists and files of students with medical and physical problems
- Performs standard clerical functions such as filing, record keeping, telephoning, and similar duties in support of the District's health program
- Assists in annual Kindergarten school registration in areas related to health, immunization records, etc.
- Performs related duties as required

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Knowledge of standard First Aid practices and procedures
- Knowledge of modern office methods and procedures

**Ability to:**

- Ability to learn and apply District policies and procedures related to student health care and record keeping
- Ability to obtain a valid First Aid Certificate
- Ability to understand and carry out instructions independently
- Ability to communicate effectively in both oral and written forms
- Ability to establish and maintain appropriate records and files
- Ability to analyze a situation and implement an effective course of action in a timely manner and within the constraints of established District policies and procedures
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

**SPECIAL REQUIREMENTS:**

- Possession of current and valid American Red Cross First Aid and CPR certificate or certificate must be received within 30 calendar days of first day of employment.

**EDUCATION:****EXPERIENCE:****CERTIFICATES, LICENSE, REGISTRATIONS:****PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Medical Category II:**

1. Position requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb.
2. Position requires physical capability for sustained physical work; requires strength and endurance associated with moderate physical effort.
3. Position requires moderate physical effort while performing continuous moderate lifting.
4. Lifting 50 pounds maximum or carrying any object weighing up to 25 pounds.

**WORK ENVIRONMENT:**

**The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.**

**No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.**

**The Rocklin Unified School District  
Maintains a tobacco-free, drug-free environment**

Adopted: June 18, 1987  
Revised: January 6, 1993  
Revised: January 7, 1998  
Revised: March 19, 2008  
Revised: January 24, 2011  
Adopted: February 2, 2011