

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

## **Health Aide**

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**FLSA Status:** NON-EXEMPT

**Classification:** Classified

**Terms of Employment:** 183 days, hours per day determined by site requirements.

**JOB GOAL:** Under direction of the Head School Nurse, the Health Aide provides basic first aid to students and maintains health related records and other pertinent databases.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCSD and NCSO.

1. Administers emergency care and basic first aid on site per district procedures, and maintains accompanying records.
2. Contacts parents(s)/guardian(s) and/or medical personnel (ambulance and/or hospital) in emergencies as directed by the administrator and maintains accompanying records.
3. Responsible for student health data entry in student file, current student information system, and in electronic databases.
4. Assists with vision, hearing, dental and scoliosis screening.
5. Maintains current health cards, and consults with the school nurse as necessary.
6. Tracks and reports blood borne pathogen incidents, as directed.
7. Dispenses student medication pursuant to district policy, while maintaining medical documentation log.
8. Updates and maintains health records and immunization records.
9. Orders and maintains adequate first aid supplies.
10. Conducts head lice checks as necessary.
11. Updates and maintains student emergency contact information.
12. Maintains health office in a clean and orderly manner.
13. Prepares and maintains health related letters, reports, and information on forms, as directed.
14. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
15. Recognizes and reports hazards, and conforms to safety standards as prescribed.
16. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
17. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).
18. Perform other duties as requested or assigned by principal/designee.

### **POSITION EXPECTATIONS**

#### **Knowledge, Skills and Abilities:**

1. Ability to learn techniques and practices in administering medication to disabled and other students.
2. Ability to work with disabled and other students under trying conditions.
3. Ability to handle emergency situations without supervision, and make sound health care decisions.
4. Ability to work cooperatively with students, parents, and staff using tact, patience, and diplomacy.
5. Ability to determine when to act independently, and when to refer medical situations to the school nurse, administration, or emergency services.
6. Ability to identify and prioritize health-related incidents.
7. Ability to learn laws, rules, and regulations related to health activities.
8. Ability to maintain security of confidential information.
9. Ability to recognize and report hazards and apply safe work methods.
10. Knowledge of Universal Precautions.
11. Knowledge of computers and common use of office equipment.

12. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
13. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
14. Recognizes and reports hazards, and conforms to safety standards as prescribed.
15. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
16. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

## **POSITION REQUIREMENTS**

### **Education, Training, and Experience:**

1. High School Diploma or equivalent
2. Experience in health related field preferred.

### **Licenses and Certifications:**

1. Current CPR/First Aid/AED certification
2. Youth Mental Health First Aid certification or willingness to earn certificate
3. Valid Nevada Driver License

### **Screening and Compliance:**

1. Current TB test
2. Ability to pass State and Federal criminal background check
3. NCSD Pre-Employment Drug and Alcohol Testing Program

## **WORK ENVIRONMENT:**

**Strength:** Sedentary/light-exert force 10 to 25 lbs., occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

**Physical Demands:** Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time.

**Vision:** May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

**Environmental Conditions:** Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild to moderate. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

**Hazards:** Furniture, playground/office equipment, communicable diseases, blood borne pathogen incidents, chemicals (as related to specific assignment).

**Working Conditions:** Office or suitable workspace with desk, telephone, computer, and supplies necessary to carry out functions of position description.

## **Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

## **Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified

individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:   
Superintendent

3-22-17  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_