



JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Health Service Aide

Revised 7/11

DEFINITION

Under the direction of the School Principal, conduct a health services program at one or more secondary school for evaluation, improvement, and protection of the health of pupils and school personnel in accordance with state law and district policies; and other related duties as assigned.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Assist in conducting medical case findings, screening, and referral activities. E
- Issues excuses from physical education classes to pupils on physician and/or parent requests. E
- Provide health assistance to pupils with health related problems. E
- Maintain a health record for each pupil. E
- Inform teachers of physical or health liabilities of pupils. E
- Secure medical reports required for adaptive physical education class placement. E
- Provide emergency health care service for ill or injured pupils at school, keeping accurate reports of all injuries. E
- Notify parents of pupils about illnesses, physical defects, and potential health problems, assists in referrals for pursuit of appropriate action. E
- Assist in identification of safety and health hazards on school sites. E
- Assist in program directed toward control of communicable diseases in the school and community. E
- Serve as a health education resource person to staff and pupils, including first aid instruction. E
- Serve as a sponsor of the Health Careers Club. E
- Serve as a liaison between all health services in the community, student's families, and the school. E
- Perform activities that are adjunct to the regular assignment as arranged with site principal or designee. E
- Work within the budget, keeping needed supplies on hand for school use, and distributes first-aid supplies to selected areas.
- Make home visitations and/or coordinated health related information with home-school counselors and compensatory education attendance aides. E
- Assist with verification of compensatory education student's absences by home, telephone, or other type of official contact with parents. E
- Attend IEP meetings as directed. E
- Meet with the Parent Advisory Committee to report on progress and goals of the compensatory education program. E
- Assist with hygiene and/or toileting issues as assigned.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma

Graduation from an accredited Licensed Vocational Nurse program or higher

Experience

Experience in the health care field and working with high school age youth desired

Licenses and Other Requirements

DOJ and FBI fingerprint clearance

Negative TB test within the last four years
LVN license

KNOWLEDGE AND ABILITIES

Knowledge of

- First Aid practices, CPR, AED, and general knowledge of health services practices.
- Computer skills using MS Word, MS Excel, e-mail, etc.
- Knowledge of general health office procedures and office machines (computer, fax, and copier).
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- General health needs of students.
- Record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to

1. Perform health care services in a friendly and compassionate manner.
2. Maintain effective and cooperative relationships with teachers, students, administrators, parents, other employees, and the general public.
3. Perform routine clerical health office duties.
4. Print and write legibly.
5. Understand and follow oral and written instruction.
6. Learn procedures and functions of assigned duties.
7. Communicate effectively orally and in writing.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Health office environment subject to frequent interruptions

Physical Demands

- Moving and lifting objects with a strength factor of light work.
- Dexterity of hands and fingers to operate a variety of standard health office equipment.
- Clarity of vision at varying distances to monitor and read health records and student behavior and to assist individuals.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Bending, kneeling, and standing and sitting for periods of time.
- Reaching overhead, above the shoulders, and horizontally.