

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### HEALTH ROOM AIDE

**SALARY SCHEDULE: SSP7**

**COST CENTER: DISTRICT-WIDE**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Completion of or in progress toward completion of the School Health Room Orientation and Medication Administration training.
- (3) Possess current certification in CPR and First Aid and maintain or complete certification within the first month of employment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Possess effective communication and interpersonal skills for interaction with students, parents, school personnel and public health personnel. Ability to maintain legible electronic records. Ability to accept supervision from Principal as well as guidance from the school RN and the School Health supervisory team. Possess strong technology skills necessary to complete assignments. Ability to organize and prioritize daily health room activities.

**REPORTS TO:**

School Principal or designee

#### JOB GOAL

To provide care for students with chronic health problems, emergency and supportive care to students with sudden illness or injury and assist in the implementation of the school health services program according to written policies and procedures in the School Health Services Manual.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Provide emergency and supportive care to students as needed.
- \* (2) Maintain accurate electronic records on students who visit the health room or receive care in order to document health services received.
- \* (3) Provide follow-up services and make appropriate referrals to the school RN.
- \* (4) Serve as liaison with the school RN in providing information and materials on health education programs and individual students.
- \* (5) Assist in and/or conduct Vision, Hearing, and BMI screening procedures.
- \* (6) Communicate with parents / staff regarding student health needs.
- \* (7) Maintain confidentiality regarding all school matters.
- \* (8) Assist in the implementation of the Annual School Health Services Plan.
- \* (9) Assist in the administration of prescribed medication for students and maintain required records.
- \* (10) Maintain health room and supplies.
- \* (11) Participate in annual OSHA training and practice effective infection control procedures following OSHA and Center for Disease Control and Prevention guidelines.
- \* (12) Perform, as necessary, those invasive medical procedures allowed by law after student specific training by a Registered Nurse. Procedures may include but is not limited to g-tube feedings,

**HEALTH ROOM AIDE (Continued)**

- blood glucose checks, carbohydrate counting, supervision of self-catheterizations, training on life-saving emergency medications.
- \*(13) Assist in the preparation of medications and supplies to be administered/maintained on school sponsored field trips.
  - \*(14) Assist in developing and maintain a high-risk list of students with potential emergency needs.
  - \*(15) Participate in annual health services training and updates.
  - \*(16) Demonstrate initiative in the performance of assigned responsibilities.
  - \*(17) Model and maintain high ethical standards.
  - \*(18) Follow attendance, punctuality and proper dress rules.
  - \*(19) Keep supervisor informed of potential problems or unusual events.
  - \*(20) Respond to inquiries and concerns in a timely manner.
  - \*(21) Prepare all required reports and maintain all appropriate records.
  - \*(22) Follow all School Board policies, rules and regulations.
  - \*(23) Exhibit interpersonal skills to work as an effective team member.
  - \*(24) Demonstrate support for the School District and its goals and priorities.
  - (25) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 07**

\*Essential Performance Responsibilities