

**GLEN ELLYN SCHOOL DISTRICT 41  
GLEN ELLYN, ILLINOIS**

**JOB DESCRIPTION**

**TITLE:**

Health Aide

**CLASSIFICATION:**

Administrator:

GEEA

ESP:

X AFSCME

       EXEMPT

**DEPARTMENT:**

Teaching, Learning, Accountability

**REPORTS TO:**

District Nurse and Building Principal

**GENERAL RESPONSIBILITIES**

The Health Aide assists the nurse in providing health care for students including: voluntarily dispensing medications, caring for injuries, assisting with prevention activities, and wellness programs.

**ESSENTIAL JOB FUNCTIONS**

- Provides safety and health care to all students and staff as needed.
- Under the direction of the District Nurse, voluntarily dispenses medications to students according to instructions provided by the student's parents, physician and the District's policies and procedures.
- Provides and monitors care given to students during periods of short-term rest and recovery and communicates with parents regarding student's status.
- Provides first aid for students involved in accidents and contacts appropriate health personnel when necessary.
- Assists in maintaining and updating of health files.
- Supervise and monitor students self-administered blood sugar testing.
- Performs vision and hearing screenings of students.
- Makes follow up phone calls and referrals, as directed.
- Provides clerical assistance with student and personnel wellness programs including distribution of posters, newsletters, etc. and assistance with in-service programs on blood borne pathogens, Growth and Development program, etc.
- Collects and tabulates data for monthly and annual year-end reports on accidents/incidents, and communicable diseases, and vision and hearing program.
- Assists in tracking immunization records of students, physical exams.
- Takes blood pressures, and height and weights as directed.
- Interfaces with all levels of the school

**KNOWLEDGE AND SKILLS**

- Experience in a medical environment is preferred.
- Must have the ability to work effectively with students, staff, and members of the public in a tactful and courteous manner.
- Must have oral and written communication skills and basic computer skills.
- Requires an understanding of confidentiality.

- Requires strong interpersonal and organizational skills.

### **EDUCATION AND CREDENTIALING**

- High school diploma or equivalent required.
- Training in CPR and first-aid preferred.
- Vision and hearing certified preferred.

### **EVALUATION**

- The Building Principal or Assistant Principal will evaluate annually in conjunction with School Nurse.

### **DIRECT REPORTS TO THIS POSITION**

- Not applicable.

### **WORK YEAR**

- 10 month.

<b>PHYSICAL ABILITY JOB REQUIREMENTS</b>	<b>Not Important</b>	<b>Desirable</b>	<b>Essential</b>	<b>Critical</b>
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.				X
Pushing/pulling carts, dollies, etc.			X	
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).			X	
Driving a car, van or truck on public roads or highways.			X	
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.			X	
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.	X			
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

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Employee Signature