

## **DUTIES OF TEACHING ASSISTANT-HEALTH ROOM AIDE**

### **SUMMARY:**

Deliver health-related services to students under the direction and ultimate responsibility of building administrator. Perform clerical/electronic duties to maintain accurate health data and updated records.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** Must be certified or willing to complete American Red Cross training program for health room certification. Must be certified or willing to complete cardio-pulmonary automated defibrillator training,

- Work under the direction of District staff including building administrator and district nurse to assist with student health needs and communicate these needs to office personnel/teaching staff as needed.
- Provide first aid and emergency care to students at school in accordance with District emergency care policies and procedures. Maintain log in health office. Keep accurate and confidential records of contacts with students and/or their families, the nature of health concerns and the action taken. Guard all information regarding students and staff as confidential.
- Administer medications according to School Board Policy JHCD.
- Conduct head lice surveillance.
- Maintain the health room services area. Stock and distribute health supplies.
- Participate in training programs as directed by the District and be willing to perform other health-related duties as per training and assignment.
- Must have physical capabilities and be willing to respond and perform first aid, AED (automated electronic defibrillator) and CPR (cardio-pulmonary resuscitation) per training as needed.
- Must be knowledgeable of and follow all District policies and procedures related to student health care.
- Ability to determine when to report incidents, issues or concerns/questions to supervisors.
- Perform other duties as directed by building principal/school nurse.

### **SUPERVISORY RESPONSIBILITIES:**

Supervises students/health room.

### **QUALIFICATION REQUIREMENTS:**

Must be student focused and have an understanding of developmental needs of students. Must be able to work under the direction of administration and nursing staff; and work directly with parents, students, staff and outside agencies. Must possess strong communication, record-keeping and organizational skills. Must have word processing and other computer skills.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED).

**LANGUAGE SKILLS:**

Ability to read, write and comprehend simple instructions, short correspondence and memos. Ability to effectively present information in one-on-one and small group situations to students, staff, parents and outside agencies.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed written or oral instructions.

**OTHER SKILLS and ABILITIES:**

Ability and flexibility to get along with people and develop positive and collaborative working relationships with a diverse group of students, staff and school community. Ability to maintain composure under stressful conditions.

**PHYSICAL DEMANDS:**

The physical demands 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 sit, stand, walk, stoop, kneel, talk and hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee needs to be able to function in a multi-tasking work environment. The employee must work with students, staff, parents, public agencies; continuously meeting multiple demands from several people. The noise level in the work environment is usually quiet to moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.