

# NEW SUMMIT CHARTER ACADEMY

<b>Job Title:</b>	<b>Health Aide – Paraprofessional</b>
<b>Reports to:</b>	School Nurse
<b>Salaried or Hourly:</b>	Hourly
<b>FSLA Status:</b>	Non-exempt
<b>Annual Days:</b>	178
<b>Salary Range:</b>	\$19.00 - \$21.00 per hour

## SUMMARY

The Health Aide is responsible for caring for students' health injuries and/or illnesses in an expedient and safe manner. This position works with parents and students while under the supervision of the School Nurse for the control and prevention of disease and for the development of optimum health of every student.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Provides appropriate emergency care of illness/ injury/mental health to students and staff in accordance with school policy and procedure, and as directed by the school nurse.
- Assists in control of communicable disease according to procedures.
- Administers medications to students as delegated by the nurse practitioner to include various rescue medications and scheduled daily medications.
- Maintains confidentiality of medical information about students and families.
- Notifies the school nurse as well as the administrators and/or school counselor of serious incidents, significant health problems, referrals, and possible child abuse.
- Exhibits knowledge of job limitations and accepts supervision.
- Assists the school nurse with organization and implementation of required vision and hearing screening in accordance with Colorado law.
- Monitors immunizations and follows-up on compliance.
- Maintains health files on each student and monitors medical orders and individual student health care plans.
- Inputs daily health room visits, immunizations, vision and hearing results in the student database as directed by the school nurse.
- Completes reports on injuries and medical incidents according to school policy, process and best practice.
- Coordinates with school nurse regarding concussion management at the school level.
- Maintains CPR/First Aid/AED certification.
- Assists school nurse with coordinating student medication/healthcare plans for field trips and/or school sponsored activities. May be required to attend field trips and ride buses with students if needed.



- Maintains a neat and orderly health room.
- Follows school policy regarding cleaning and disinfecting which coincide with infection-control measures.
- Monitors inventory of supplies for the health room, including emergency response bags.
- Monitors AEDs monthly to ensure proper operation and battery expiration.
- Assists with maintaining current, confidential student lists of health conditions.
- Assists in adaptation to allow students with disabilities to participate in the school setting as delegated by the school nurse.
- Under specific instruction and close supervision by the school nurse, the employee may be required to provide necessary medical treatments to children with disabilities. This may include but is not limited to: administering physician prescribed medications, gastrointestinal feedings, oral suctioning, urinary catheterization, toileting/diapering, diabetes care and assisting with potential medical emergencies.
- Must have excellent interpersonal skills and be willing to maintain positive and appropriate relationships with students, other staff and families.
- Performs all other related duties as assigned and delegated.

## QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

### Certifications, Licenses, and Registrations

- High School Diploma required
- CNA or MA license preferred but not required
- Criminal background check required for hire
- CPR, First Aid and AED certifications required within one month of hire.
- Medication Administration class required (within one month of hire)

## OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Physical Demands

While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds frequently. The employee may be required to be in the presence of and/or help clean up body fluids such as stool, urine, blood or vomit in a professional manner.



## Work Environment

While performing the duties of this job, the employee will work primarily in the health room, but job duties also include being in many parts of a school including classrooms, cafeteria and on the playground. May also be required to participate in helping with carpool which consists of occasionally being in cold, hot, windy or rainy/snowy weather for up to 30 minutes at a time.

## Mental Functions

While performing the duties of this job, the employee is regularly required to communicate in person, on the phone and by e-mail, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

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Employee Signature

Date

