

WICKENBURG UNIFIED SCHOOL DISTRICT  
JOB TITLE: HEALTH AIDE/ATTENDANCE CLERK

<b>Position Type: Non-Exempt</b>	<b>Department: Support Staff</b>
<b>Salary Schedule: Classified Grade 9</b>	<b>Reports to: School Principal</b>
<b>Salary Range: \$10.46 - \$13.36 per hour</b>	<b>Location: Vulture Peak</b>
<b>Term of Employment: 9 Month Calendar</b>	<b>Date: 6/11/2015</b>
<b>Shift: Day</b>	<b>Approved by: Human Resources</b>

*We are creating excellent schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.*

**POSITION SUMMARY:** *Provide basic first aid and care for minor injuries and illnesses within the school setting as prescribed by policy and established procedures, to screen students as required by state agencies and to maintain accurate and detailed health records on students. To contribute to effective school-public relations by prompt and courteous handling of all inquiries and visitors. This employee will also monitor, input, report and gather data on attendance issues.*

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL FUNCTIONS:**

- Coordinates and prepares attendance letters to be sent home;
- Prepares daily attendance list with phone call log of all calls home regarding absences;
- Updates attendance and cross-checks attendance;
- Prepares attendance reports as needed;
- Updates computer entries as needed to correct attendance;
- Answers phones and assists public with information or transfer to appropriate person or department;
- Files required State and district attendance reports;
- Provides homeroom teachers with attendance summaries at the end of each quarter;
- Maintains the office bulletin board looking seasonal and fresh;
- Ensures all notes are delivered to homerooms in a timely manner;
- Performs minor first aid for students and teachers;
- Assists with communicable disease control including school-wide inspections for head lice;
- Maintains accurate and detailed student health records;
- Understands and maintains student confidentiality;
- Completes and maintains records required by county, state, and /or district reports accurately, including school accident reports;
- Refers students in need of medical, dental, and vision care, and assists families with identifying local services;
- Contacts emergency professionals for students or staff who have been injured or have illnesses beyond the scope of basic first aid care;
- Acts as liaison with the county, as required for immunizations, screenings for hearing, vision, and /or other health related needs and for general health information;
- Orders and maintains inventory of supplies as appropriate;
- Assists school personnel in establishing sanitary conditions in schools;
- Complies with all rules, regulations and policies of the Governing Board.

**MARGINAL DUTIES:**

- Other job related duties as assigned by supervisor;
- Supervises students as necessary to promote student safety and well-being;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**SUPERVISORY RESPONSIBILITIES:**

- Supervises staff or volunteers as assigned;
- Supervises students as necessary to promote student safety and well-being.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:**

- Ability to relate and communicate with students regarding student health needs;
- Knowledge of basic health and safety regulations;
- Basic computer skills: ability to access information and create reports;
- Ability to react calmly and effectively in emergency situations;
- Ability to perform rescue actions, administer first aid and Cardiopulmonary Resuscitation (CPR);
- Ability to work effectively under time constraints;
- Must be detail-oriented, self-motivated, and able to work independently with minimal supervision;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;

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- Completes assigned tasks and projects in a competent and timely fashion;
- Must have a basic knowledge of computers;
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Communicates effectively with the immediate supervisor and other administrators;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Must be a team player and get along well with others;
- Develops positive working relationships with school staffs and district office staff;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District's attendance standards as described in established guidelines.

### **CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:**

- Current First Aid training certification and CPR certificate upon employment. (Although preferred, may be hired at base pay and move up one step upon completion of First Aid and CPR certification);
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

### **EDUCATION AND/OR EXPERIENCE:**

- High school graduate or equivalent required, AA or college degree preferred;
- Previous experience or training in a related setting preferred.

### **COMMUNICATION SKILLS:**

- Ability to maintain accurate and detailed records;
- Ability to follow routine verbal and written instructions;
- Ability to prepare routine administrative paperwork;
- Ability to communicate effectively;
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Must use appropriate grammar;
- Must have legible handwriting.

### **MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

### **PHYSICAL DEMANDS:**

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- May regularly lift and /or move up to 20 pounds;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate;
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EVALUATION:** Annual evaluation by supervisor or designee in accordance with Board Policy.

### **COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*

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