

WICKENBURG UNIFIED SCHOOL DISTRICT

JOB TITLE: WHS HEALTH AIDE/DISTRICT HEALTH COORDINATOR

Position Type: Non-Exempt	Department: Support Staff
Salary Schedule: Classified IV	Reports to: School Principal
Salary Range: DOE - \$10.37 - \$12.86	Location: School Campus
Term of Employment: 9 Month Classified Calendar	Date: March 3, 2015
Shift: Day	Approved by: Human Resources

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: Along with fulfilling the duties at the school level, the Nursing Coordinator is a district level liaison who coordinates efforts between state and district as well as across the district in regards to implementation of policies and procedures involved in establishing and maintaining a comprehensive district health program.

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:

- Ability to administer basic first aid and CPR in emergency situations and/or until emergency care professionals arrive;
- Provides appropriate care for ill, medically fragile and/or injured students;
- Implements health care plans as directed by physicians;
- Maintains contact with parent/guardian for the purpose of alerting them to any changes in student health;
- Ensures strict health care practices which comply with the laws relating to student health issues;
- Serves as a health care resource to teachers, staff and administrators;
- Coordinates annual health screenings of district students as required by state agencies;
- Assumes responsibility for referral of students in need of medical, dental and vision care;
- Acts as a liaison with the County, as required, for immunizations, screenings for hearing, vision and/or other health related needs and for general health information;
- Plans, organizes, and provides ongoing training of health aides in implementing basic first aid and care of minor injuries and illnesses;
- Provides ongoing training of district health aides in how to maintain accurate and detailed health records for students and in regards to duties, responsibilities, procedures, and policies;
- Provides training on a variety of health related subjects (i.e. CPR, child abuse, health education, etc.) for the purpose of sharing information and /or improving skills/knowledge;
- Prepares, completes and maintains accurate and detailed student health records of required County, State and/or District reports accurately, including school accident reports;
- Directs department functions for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel;
- Assumes responsibility for contacting emergency professionals for students or staff who have been injured or have illnesses beyond the scope of basic first aid care at site assigned;
- Reports students with contagious diseases to local public health authorities for the purpose of minimizing infection and complying with the law;
- 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;
- Orders and maintains inventory of supplies as appropriate;
- Assists with attendance monitoring and parent phone calls;
- Assists school personnel in establishing sanitary conditions in schools;
- Complies with all rules, regulations and policies of the Governing Board.

MARGINAL DUTIES:

- Orders and maintains inventory of health supplies as appropriate;
- Other job related duties as assigned by superintendent;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities;

SUPERVISORY RESPONSIBILITIES:

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

Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream

JOB TITLE: WHS HEALTH AIDE/DISTRICT HEALTH COORDINATOR

OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:

- Basic computer skills (word processing and data base programs);
- 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;
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Develops positive working relationships with school staffs, district staff, students, and parents;
- 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 LPN, RN, or certification issued by the Arizona Board of Nursing;
- Training and certification in First Aid / CPR;
- 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:

- Three years related experience;
- Previous experience in an educational setting preferred.

COMMUNICATION SKILLS:

- Communicates effectively with the direct supervisor, administrators, staff, parents, and students;
- Demonstrates the ability to write routine reports or correspondence, and procedure manuals;
- Demonstrates the ability to speak effectively before groups.

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 in a timely manner;
- 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 the school principal or other qualified designee in accordance with Board Policy.

COMMENTS: As this position is in conjunction with the full duties of the school health aide, it is important that the employee communicate district duties requiring absence from the school building with the school principal.

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.

Reviewed / agreed to by _____

Date _____

Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream