



Littleton Elementary School District Position Description

TITLE: Health Aide

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To assist students in school classrooms with personal health and hygiene and to provide assistance to Teachers as needed.

PRINCIPAL DUTIES: (essential functions)

- Assists pre-school and elementary school students in school classrooms with personal health and hygiene training and individual assistance as needed; provides assistance to Teachers as requested; duties may vary according to job assignment.
- Guides students to and from school facilities and classrooms; monitors students and assists in maintaining good student conduct; takes attendance and enters data into tracking system.
- Documents special issues and problems, and assures all required written reports are completed and submitted on a daily basis; assists with clerical duties, copying and record keeping as needed.
- Assists students with hygiene and self-help skills such as feeding, toileting and dressing.
- Assists special-needs students with individual positioning and movement with various pieces of assistive equipment such as walkers, wheelchairs and other equipment according to their needs.
- Cleans and sanitizes rooms, surfaces, toys and other areas as needed.
- Assists students with learning tasks and Individualized Education Programs (IEP).
- Communicates with parents, students and staff to convey pertinent information while maintaining confidentiality of personal information.
- Enforces District policies and rules of conduct, and reports behavior issues and other concerns to supervisor or Principal.
- Transports equipment and supplies for special needs students and assures delivery to teachers.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures.

Knowledge of safety rules and regulations.

Skill in assisting children and special needs students.

Skill in reacting quickly to situations that could create personal stress and safety problems.

Skill in maintaining composure, and working effectively under classroom conditions.

Skill in using courtesy and respect in providing personal services to students.

Skill in performing first aid and CPR.

Skill in closely following verbal and written instructions and procedures.

Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Work is performed in a classroom environment, with moderate physical requirements. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 40 pounds.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent; experience working with children and persons with disabilities is desirable; OR an equivalent combination of education and experience that provides the required knowledge and skill. Must pass a thorough background investigation. **Preschool Requirements:** Documentation of a negative Mantoux skin test or other tuberculosis screening test recommended by the US Centers for Disease Control administered within 12 months before the starting date of employment. A Food Handler's Card authorized through the Arizona Department of Health prior to the starting date of employment.

REQUIRED LICENSE/CERTIFICATION: First Aid and CPR certifications are required.
Arizona IVP Fingerprint Clearance Card

TERMS OF EMPLOYMENT: Nine months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.

Approved by: _____ Date: _____

Reviewed to and Agreed to by: _____ Date: _____