

## **DEL MAR UNION SCHOOL DISTRICT**

**CLASS TITLE:      HEALTH AIDE TECHNICIAN**

### **BASIC FUNCTION:**

Under the direction of the school principal, provide assistance and support for various health programs in the District; administer basic first aid and screen ill or injured students in accordance with State laws and District regulations; perform a variety of clerical and financial accounting duties in support of school office operations; prepare and maintain a variety of records, files and reports.

### **RESPONSIBILITIES:**

- Provide assistance and support for various health programs in the District.
- Assess immediate health needs of ill or injured students; performs first aide procedures and screen ill or injured children according to established procedures; utilize a variety of health products and supplies in caring for injuries and health needs.
- Notify nurse, administrator, parents or paramedics of emergency situation as necessary; provide emergency assistance such as mouth to mouth resuscitation or CPR as needed.
- Administer prescription medicine to students according to established time lines and physician instructions.
- Screen students for lice; provide information to students regarding lice; provide lice removal medication; follow-up with students as appropriate.
- Prepare, maintenance and type a variety of health-related records and files including student health records, student cum updates, immunization records, emergency medical records, accident reports and health and safety reports; prepare correspondence, forms, not ices and referrals; maintain files and duplicate materials as needed.
- Maintain health office in a clean, orderly and safe condition; maintain inventory and order first aid supplies as necessary.
- Assist with incoming kindergarten student screenings including vision testing, height and weight recording; review immunizations and health history; assist with other screening activities as assigned.
- Operate a computer and assigned software; operate standard office equipment as assigned.
- Assist with various clerical activities including answering phones, duplicating and typing materials and other activities as needed; assist with lunch duty as assigned.
- Assist the District nurse in gathering information for State-mandated, periodic and special reports.
- Maintain and record student attendance; record daily calls to parents regarding student absences; compile and generate attendance reports.
- Prepare and compile District attendance reports and other assigned reports according to established timelines.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- First Aid and age-appropriate CPR techniques
- Health and safety regulations
- Laws, rules and regulations regarding child abuse and assigned activities.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

### **ABILITY TO:**

- Administer first aid to ill or injured students.
- Perform mouth-to-mouth and CPR in emergency situations.
- Establish and maintain files, records, and reports.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Learn routine communicable disease symptomatology.
- Plan and organize work.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing with students, parents, staff, administrators, and members of the public
- Read, explain and follow rules, regulations, policies and procedures.
- Apply appropriate care and procedures related to ill or injured students.
- Perform clerical duties such as filing, duplications, typing and maintaining records.
- Operate health and standard office equipment as required.

## **EDUCATION AND EXPERIENCE:**

- Any combination equivalent to: graduation from high school and one year of clerical or office experience including some experience in a health office.

## **LICENSES AND OTHER REQUIREMENTS:**

- Valid First Aid and CPR Certificate issued by an authorized agency.
- Valid California driver's license.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Health office environment
- Busy office environment with frequent interruptions
- Driving a vehicle from site to site.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate medical supplies and equipment.
- Seeing to assess injuries or illness.
- Hearing and speaking to exchange information in person or on the telephone.
- Lifting, carrying, pushing or pulling moderately heavy children.
- Bending at the waist, kneeling or crouching to assist students.
- Reaching overhead, above shoulders and horizontally to retrieve supplies.

**HAZARDS:**

- Exposure to blood-borne pathogens and bodily fluids.
- Communicable diseases.

**TERMS OF EMPLOYMENT:**

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

**SALARY:**

Placement on the Classified Salary Schedule on Range 16.