

SAN JOSE UNIFIED SCHOOL DISTRICT

I. Title Health Aide/Clerk

II. Definition

Under the direction of the Administrator of Health Services, Principal, or School Nurse, provides health and drop out prevention services to the school population and maintains necessary student health and drop out prevention records and does related work consistent with the job description.

III. Examples of Duties

Cares for and monitors ill and injured pupils and communicates with parents, teachers and administrator; administers first aid; maintains a log of students who come into the Health Office and documents students receiving direct services; completes accident reports as directed; follows District policy regarding suspected child abuse; assists in arranging transportation for ill or injured students as directed; administers and documents medication under the direction of the School Nurse; assists in school-based clinic programs; assists in the notification to parents of student exposure to communicable diseases; performs pediculosis screenings; under the direction of the school nurse assists and/or performs specialized physical health care procedures which may include, but are not limited to such procedures as blood glucose monitoring, catheterization, oral/nasal suctioning, positioning, toileting, G.I. feeding, and assisting with change of liners/diapers for health and hygienic needs; evaluates, maintains and updates the student immunization, TB skin test, emergency and health records and monitors immunization, TB, and CHDP compliance and follow up; submits data changes for computer input to the Health Services office and school personnel; maintains health problems list; prepares for and assists with health screening and health education programs; records on health records vision, hearing and scoliosis test results and other health information; assists in identifying at-risk students; attends assigned health and Drop Out Prevention meetings; may attend SST, SAP and AIT meetings as requested;

maintains records for at-risk students; makes attendance telephone calls for targeted students; maintains and updates targeted student attendance summaries and management logs; communicates with families of targeted students when directed to; assists in home visits of targeted students when requested to; assists in preparation of Drop Out Prevention materials; maintains the Health Office in a clean and orderly manner; maintains the Health Office inventory and orders supplies when necessary; cleans and replenishes classroom first aid boxes; answers phone, routes and make telephone calls in the Health Office.

IV. Distinguishing Characteristics

Not applicable.

V. Employment Standards

A. Knowledge of:

Basic first aid and Adult and Child CPR techniques;
Good health practices;
Correct English usage, punctuation, spelling and grammar;
Record keeping and record management.
Universal Precautions.

B. Ability to:

Make independent decisions following protocols;
Work independently;
Keep calm in an emergency;
Learn to operate computer terminal;
Perform emergency first aid care and summon aid;
Communicate clearly in oral and written form;
Understand and carry out oral and written instructions;
Maintain confidentiality of student records and information;
Meet the public tactfully and courteously and establish and maintain cooperative and effective working relationships;
Refrain from giving medical advice;
Administer proper medication to students as directed by the School Nurse and maintain accurate records of medications administered;
Perform general clerical duties.

C. Education/Training/Experience:

Completion of 12th grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed above.

D. Licenses/Certificates:

Valid California Driver's License and the use of a reliable automobile.

Current Red Cross First Aid and Adult and Child Cardiopulmonary Resuscitation Certificates.

VI. Specific Qualifications

Health Aide/Clerk Test

Date: August 24, 2000

Range: 20a

Position Code: HLT