

**WILLOWS UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE: HEALTH RECORDS AIDE I**

**Classification: Range 24**

**BASIC FUNCTION:**

Under general supervision, provides necessary first aid and emergency care to students and school staff; assists in providing health related services including screening for vision, hearing and general health; performs a variety of clerical duties as required by the student health program.

**REPRESENTATIVE DUTIES:**

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Provide necessary first aid and emergency care to students.

Provide or arrange for transportation of sick or injured students to home or medical service facilities.

Assist the school nurse in screening for vision, hearing, and general health.

Dispense medications under appropriate guidelines.

Perform a variety of clerical duties under the guidance of the school nurse, such as maintaining student health records, processing student accident reports, and typing records and correspondence.

Assist in the set up and maintenance of classroom first aid kits.

Assist in maintaining inventory of necessary medical equipment and supplies.

May travel from school to school.

Perform related duties and responsibilities as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic principles and practices of first aid, CPR, Universal Precautions, bloodborne pathogens and communicable diseases.

Modern office practices, methods and technology.

Principles and procedures of record keeping and reporting.  
Alphabetical, numerical and subject matter filing systems.  
English usage, spelling, vocabulary, grammar and punctuation.  
Safe driving principles and practices.

**ABILITY TO:**

Operate modern office equipment including computers.  
Type 30 words per minute.  
Operate a motor vehicle safely.  
Work closely with and under the direction of the school nurse.  
Learn the principles, procedures and techniques for and assist the school nurse in screening for vision, hearing, and general health.  
Learn the principles, practices, methods and techniques used in first aid, CPR, Universal Precautions, and the control of communicable diseases.  
Prepare and maintain accurate and complete records.  
Communicate clearly and concisely, both orally and in writing.  
Maintain a harmonious working relationship with those contacted in the course of work.  
Respond to emergency situations.  
Lift, carry, push and pull heavy objects up to 50 lbs.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to the experience and training that would provide the required knowledge, skills, and abilities needed for the position. Desirable qualifications are:

\*\*One year of providing responsible first aid and care of children.

\*\*Graduation from high school or the equivalent to the completion of the twelfth grade with the ability to obtain specialized training in health, first aid, CPR, and emergency medical services.

**LICENSE AND OTHER REQUIREMENTS:**

Possession of a valid California Driver's License.  
Possession of a current certification in first aid and CPR.

**WORKING CONDITIONS:**

**ENVIRONMENT and PHYSICAL DEMANDS:**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift heavy objects  
Exposure to chemicals, medications, communicable diseases and viruses.  
Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.

Board Approved: May 4, 2006