

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: HEALTH RECORDS AIDE II

Classification: RANGE 29

BASIC FUNCTION:

Under general supervision, performs specialized health care procedures as needed for designated students in the classroom and other school areas; assists teacher(s), school nurse, other certificated employee(s) in providing curriculum instruction to students (children/adults); performs related duties as required.

The duties of this classification include classroom instruction and health care. When not attending to the specialized health care needs of assigned student/students, assists the certificated employee in providing curriculum instruction and with other duties to assist the School Nurse. Provide first aid and life saving techniques to students without direct nursing supervision.

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 specialized health care procedures as the needs of students dictate.

Provide first aid, cardiopulmonary resuscitation and other physical health care procedures including, but not limited to: limitation care, seizures, cardiac problems, menstrual cycle needs and safe handling of students with chronic infectious diseases.

Move students to/from floor, changing tables and wheelchairs.

Assist in lifting students from wheelchairs and/or adaptive equipment.

Place and position/reposition students in therapeutic equipment; push wheelchairs and assist with walkers.

Assist students with clothing, possessions or personal care such as feeding, washing and toileting and changing diapers.

Sanitize and clean portable toilets and supplies.

Complete accident and follow up reports.

Dispense prescribed medication and record medication and treatment given.

May provide medical supervision to student being transported on school bus.

Provide services and related duties of the health program; i.e., clerical, ordering materials, maintain medical records and informing parents of health status of students.

Provide health related instruction to individual or small groups of students and/or staff.

Use a variety of study aids and techniques to reinforce skills.

Design and prepare bulletin boards, displays of student work, charts, forms or other teaching aids.

Participate in behavior management plans.

Prepare a variety of instructional materials.

Assist with or operate a variety of audio-visual equipment such as VCR's, tape recorders, or other learning machines.

Organize work areas and assemble learning materials, study aids, supplies, or assignment folders.

May order supplies, forms, instructional and audiovisual materials; may participate in field trips; may supervise students in cafeteria, playground or bus loading.

Provide transportation of students, as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Modern office practices, methods and computer equipment.

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 computer equipment.

Operate a motor vehicle safely.

Communicate clearly and accurately, both orally and in writing.

Respond appropriately in emergency situations.

Read and comprehend medical terms.

Remain calm in stressful situations.

Understand, manage and relate to students who have behavioral problems, learning and physical disabilities.

Adapt to individual needs of teachers and students and work with interruptions.

Work harmoniously with students, staff, parents and guardians.

Be dependable and punctual.

Recognize the first aid and health needs of students and make decisions as to appropriate solutions.

Respond to emergency situations.

Lift, carry, push and pull heavy objects up to 50 lbs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- One year experience with students or groups of children or work experience in a medically related field.
- Equivalent to the completion of the twelfth grade with the ability to obtain specialized training in health, first aid, CPR, emergency medical services, or a related field.

LICENSE AND OTHER REQUIREMENTS;

Possession of current certification in first aid and CPR
Possession of a valid California driver's license

Special Requirements:

Willingness and ability to be trained and receive updated training in the use of special physical health care procedures and behavior intervention techniques for the developmentally delayed (as identified by the California Department of Education).

WORKING CONDITIONS:

ENVIRONMENT AND PHYSICAL DEMANDS:

Sufficient strength to lift non-ambulatory students, lift and move adaptive equipment, and physically restrain and control a student up to 150 pounds with assistance.
Sufficient body movement and mobility to demonstrate gross motor activities, climb in and out of vehicles.
Sufficient vision to read printed materials.
Sufficient hearing to hear normal and telephone conversations.
Manual dexterity to write and use telephone and other business/office machines.
Exposure to chemicals, medications and communicable diseases and viruses.
Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.