Cedar Hill Independent School District
Job Description

Job Title:	Aide, Nurse	**Wage/Hour Status:**	Nonexempt
Reports to:	Director of Health Services/Principal	**Pay Grade:**	$80-$200
Dept./School:	Assigned Campus	**Number of Days:**	190
Funding Source:	Local		

Primary Purpose:

To assist in the daily operation of the school clinic by assuming routine record keeping activities, providing minor first aid care, administering medication, conducting health screenings and maintaining supply inventory at campus level while working under the immediate guidance and direction of a licensed registered nurse.

Qualifications:

Education

High School diploma/GED, Certified Medical Assistant (CMA), Certified Nursing Assistant (CNA), or some type of medical training

Certifications

Certified Patient Technician, Certified Nurse Aide, Certified Medical Assistant, CPR/BLS, First Aid, Vision, Hearing, and Scoliosis Certification

Special Knowledge/Skills

Certification in basic first aid and cardiopulmonary resuscitation (CPR)
Basic knowledge medication administration
Basic knowledge of primary diseases such as: Asthma, Diabetes and Seizures
Proficient keyboarding and file maintenance skills
Ability to use computer, copier, software and email system
Ability to communicate effectively (verbal and written)
Ability to prioritize
Ability to use basic clinic equipment (thermometer, blood pressure monitor, pulse oximeter and etc…)
Ability to take vital signs (temperature, pulse, respiration rate, blood pressure and O2 sat)
Ability to lift or move up to 50 pounds

Major Responsibilities and Duties:

District

- Carry out first aid and emergency procedures such as contacting parents and/or EMS if needed for ill and injured students as directed by the School Nurse.
- Administer medication to students according to board policy and district procedures; maintain an accurate log of dispensed medications.
- Serve as an unlicensed diabetes care assistant.
- Assist with state and district required screenings and documentation of vision & hearing, height & weight, and scoliosis.
- Escort students to and from the health room and assist students with disabilities as necessary.
- Communicate health findings of students to supervising school nurse for direction.
- Perform special procedures, such as catheterizations, tube feedings, nebulizer treatment and etc. under the direction and delegation of the school nurse.
- Contact parents of students who need medical attention and who may need to be picked up from school according to established school health services protocols or as directed by the supervising nurse.

- Know and use Universal Precautions when cleaning all body spills and providing care.
- Keep accurate records of student visits to clinic and other health room activities including reportable accidents, communicable disease data and referrals.
- Be knowledgeable of state immunization laws and assist School Nurse with recording and updating health records.
- Prepare, compile, maintain and file all physical and computerized reports, records, correspondence and other documents.
- Send out routine notices to parents regarding student's health findings and/or needs
- Keep clinic clean and orderly at all times.
- Maintain clinic supply inventory and request supplies as needed.
- Maintain confidentiality of all information and clinic activity.
- Comply with all district and campus routines, regulations and policies.
- Understand and follow federal and state laws, Texas Department of State Health Services rules and regulations, State Board of Education rules and School Board policy in health services areas.
- Perform any other duties as assigned by the supervising School Nurse.

Professional Growth and Development:

- Maintain CPR, first aid, vision and hearing certification, scoliosis and AN.
- Attend all required in-service programs for Health Services.
- Demonstrate behavior that is professional, ethical and responsible.

Supervisory Responsibilities

- None.

Equipment Used

- Personal computer, printer, calculator, copier, and fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

- **Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.
- **Posture:** Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting.
- **Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds).
- **Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional district-wide and statewide travel.
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by:_____ Date: _____

Approved by:_____ Date: _____

Cedar Hill ISD is an equal opportunity employer and will consider all candidates for employment without regard to race, color, religion, sex, national origin, age, marital status, disability status, protected veteran status, or any other characteristic protected by law.