

Wyoming City School District Job Description

Job Title: Clinic Aide

Reports To: Building Administration

FLSA Status: Non-Exempt

Category: Classified

Board Adopted: November 15, 2019

Board Approved Revision: March 28, 2022

GENERAL DESCRIPTION

Monitors and maintains the health and records of students and communicates with parents and staff regarding health issues by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists in the implementation of the Ohio School Code for obtaining required physical, dental, and immunization reports.
- Maintains individual student health records and clinic logs and assists with state reports as necessary.
- Maintains written and verbal confidentiality of student health records, medication and health information and other health-related incidents.
- Provides the building principal and district nurse with the names of students not in compliance with compulsory immunization requirements by established deadlines.
- Handles common childhood complaints/accidents and provides basic first aid according to district policies and procedures.
- Maintains and administers student medications as prescribed by the physician and as delegated by the district nurse according to district policy and state and federal guidelines.
- Performs/assists with procedures for students with special health needs as delegated by the nurse.
- Conducts and maintains screening records such as vision, hearing and postural screening as required.
- Assists in identifying, reporting and documenting suspected child abuse and neglect cases in accordance with district policy and procedure.
- Maintains current inventory of clinic supplies and equipment.
- Inspects students for common communicable and nuisance diseases when referred by school personnel in accordance with district policy and procedure.
- Develops and maintains a medical alert list for the school population and provides copies to the district nurse and building principal.
- Recognizes situations that would benefit from the knowledge/skill of the district nurse or that is beyond the training of the clinic aide and refers those situations to the district nurse in a timely fashion.
- Attends in-service training programs, workshops, conferences, and other professional meetings.
- Maintains up to date knowledge of technology utilized by the district.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

Experience supporting student health needs preferred. Training on medicine and health procedures will be provided. Experience with personal computers and office machinery is required. Experience using the district selected computer software is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid certificate/license as issued by the Ohio Department of Education (i.e. educational aide permit) or ODH; certificates, licenses and/or registrations as applicable to position duties and responsibilities and/or as required by the Board of Education.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, write and comprehend directions, short correspondence and memos. Ability to communicate effectively with students, parents, colleagues and administration. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to effectively present information in one-on-one and small group situations to staff, students and administrators.

OTHER SKILLS AND ABILITIES

Must possess skills in reading, writing and math for the purpose of inventory, record keeping, making necessary measurements, reading of gauges and instruments, or other related items as applicable. Ability to apply common sense understanding to carry out written or oral instructions. Ability to solve practical problems and deal with a variety of variables in situations that may arise. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to use computers where applicable. Ability to perform duties with awareness of district requirements and Board of Education policies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, sit, use hands to finger, handle or feel, reach with hands and arms, talk and hear. The employee frequently is required to stand, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 50 pounds. There is a potential for exposure to blood-borne pathogens and communicable diseases. There is a potential for exposure to student illness, injuries, infections and bodily fluids.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.