

Red River Parish School Board

Job Description

TITLE: School Health Aide

Qualifications: High school diploma
Basic clerical skills
Knowledge of medical terminology, especially as related to Medicaid/Medicare (experience in this field if possible)
Knowledge of first aid, CPR Certification (must pass the two (2) course if not already certified).
Social skills to work with students, staff, and the public

Superordinate: Director of Nutrition and Health & School Nurse

Performance Responsibilities

1. Assists with health screening and first aid as directed by the school nurse
2. Performs secretarial/clerical services as receptionist, typing, filing, scheduling appointments, etc.
3. Assists with the maintenance of health record system by filling out student files, routines forms and data
4. Escorts students from class to health room, monitor student behavior and maintain a neatness in the health room
5. Maintains confidentiality
6. Performs other related duties as may be assigned by the Subordinate.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment: 9 Months