MILFORD EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Licensed Health Aide

QUALIFICATIONS:

1. High School diploma or equivalent required

2. LPN or RN licensure required; Pediatric experience preferred. **Alternatives to the above qualifications per the Board of Education and District Administration*

3. Current CPR, AED and first aid certification

4. Ability to perform modern office procedures and use office equipment including experience with Word, Google Docs, Excel, PDF and emails.

Reports To: Building Principal and District Nurse

Performance Responsibilities:

1. Maintain confidentiality in all matters
2. Ability to work cooperatively with others and maintain and promote positive school and community relations
3. Obtain health history, immunization records, and information on all students
4. Completes required hearing/vision screenings, vaccine requirements/reports, documentation, and reports within compliance timelines as required by Ohio Department of Health
5. Communicates with the District Nurse regarding students identified as having specific health needs in order to develop and implement a health plan
6. Communicates professionally with parents to advise of health conditions or guidance
7. Assists school personnel, students and parents in understanding and complying with communicable disease control requirements and current practices in accordance with board policies
8. Cares for students who become ill or injured during the school day
9. Documents all student clinic visits in the district approved computer system
10. Contributes to the development of positive health education, attitude and practices in the school building
11. Contributes to the development of a positive attitude towards safety and environment as it pertains to health in the school building
12. Participates in the identification and management of students suspected of being abused or neglected. This includes communication with the school administration, and mandated reporting to the authorities.
13. Assists the special needs students, his/her parents and school staff to better understand the student's health needs in relation to school and to make appropriate adjustments to meet the student's unique medical needs

14. Works cooperatively with other school personnel and special service professionals to identify needs and health concerns of specific students in the building.
15. Manages and maintains the Health Clinic in accordance with the Board of Education, Ohio Board of Health and the Ohio Board of Nursing.
16. Attend meetings and in service training as required.
17. Understanding and compliance with confidential information within the expectations of HIPPA and FERPA.
18. Other duties as assigned by the Director of Human Resources, Building Principal, or District Nurse.

Revised: January 2021