

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

CLINIC AIDE

QUALIFICATIONS:

1. Licensed Practical Nurse or Registered Nurse

REPORTS TO:

Principal/Assistant Principal

SUPERVISES:

Other non-instructional personnel assigned by supervisor

POSITION GOALS

To assist in the efficient operation of the school by providing health services. Exercise safety precautions on the job.

PERFORMANCE RESPONSIBILITIES:

1. Prepares the school clinic area for use, assuring safety, cleanliness, and adequate stocking of supplies.
2. Assists health professionals to assure smooth traffic flow during scheduled school health clinics.
3. Assists health professionals to perform and document required screenings.
4. Maintains a clinic log of clinic visits by students and maintains appropriate information.
5. Contacts parents/guardian as needed.
6. Performs pediculosis screenings.
7. Provides routine first aid and health procedures, including proper referral or serious illness or injury.
8. Administers CPR if indicated in emergency situations.
9. Refers suspected child abuse, following appropriate school board policies.
10. Assists students with required medications and documents property, according to an established plan.
11. Completes all required or requested reports.
12. Supports and participates in health screening activities, special clinics, and staff meetings as directed.
13. Maintains a high level of ethical behavior and confidentiality of information concerning students and supervisor.
14. Continues to work to improve knowledge and competence in relationship to position.
15. Performs any other duties assigned by the supervisor.

PHYSICAL REQUIREMENTS: Bending, lifting, and pulling minimum of 50 pounds (safety belt required for all lifting)

TERMS OF EMPLOYMENT: Nine months, 7 hour work day. Salary to be based on the Board-adopted non-instructional salary schedule.

EVALUATION: Performance of this position will be evaluated annually by the Principal in accordance with the Board policy for evaluation of non-instructional personnel.