

# Wachusett Regional School District

## AIDE

### JOB DESCRIPTION

**TITLE:**

Health Aide

**QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Current first aid and CPR certifications.

**REPORTS TO:**

The Building Principal or designee.

**SALARY:**

Truck Drivers Local 170, Level III

**PERFORMANCE EVALUATION:**

The Health Aide shall be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

**REPRESENTATION STATUS:**

Truck Drivers Local #170

**JOB RESPONSIBILITIES:**

The Health Aide is to perform simple clerical tasks proficiently, be able to communicate effectively with students and staff, and be able to assist the School Nurse in his/her duties. He/she shall be punctual in all assignments, observe all District policies appropriate to this position, and accept the responsibility of assigned tasks.

In carrying out these responsibilities, the Health Aide shall assist the school nurse in:

1. Maintaining files in the Student Health Office and perform necessary clerical functions including but not limited to typing, filing,

and answering the phone;

2. Providing services to students and faculty in a timely and caring manner.
3. Providing emergency first aid and CPR when necessary;
4. Reviewing the immunization status of all students and notifying the School Nurse of any deficiencies and provide the necessary follow-up;
5. The chaperoning of students during student physicals;
6. Coordinating the hearing and vision program;

The Health Aide shall:

1. Be trained in the use of epi-pen;
2. Be trained in and administer medication, as delegated; and
3. Perform such duties as the Principal or designee may assign.

Updated 4/97  
Revised 09/03/03

Approved by:

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Alfred D. Tutela, Superintendent of Schools

Date: 09/03/03