

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:**           **DATE:** March 11, 2024

**TOPIC/TITLE:** Creation of Position

**PRESENTER:** Garet Wells *GW*

**ORIGIN:**

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
- ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ACTION REQUESTED AT FUTURE MEETING:            (DATE)
- BOARD REVIEW REQUIRED BY

- STATE OR FEDERAL LAW OR REGULATION
- BOARD OF EDUCATION POLICY
- OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION

- DATE:
- ACTION:

**BACKGROUND INFORMATION:**

Board of Education action is required prior to creating a paid position.

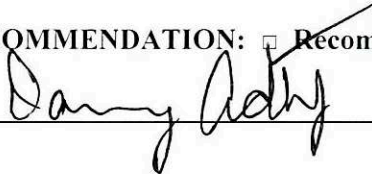
**SUMMARY OF MAJOR ELEMENTS:**

Due to an increase in chronic health conditions, new legislation, and expanded duties from our partnership with the Healthy Kids Clinic, the Board is requested to create a Health Services Assistant position to help cover needs across the District and fill in when a nurse is absent. This position would be a 182 day contract at 7 hours a day. The salary range is estimated to be between \$19,288-\$28,473.

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:** N/A

**SUPERINTENDENT'S RECOMMENDATION:**  Recommended             Not Recommended

  
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**WOODFORD COUNTY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** Health Services Assistant

**IMMEDIATE SUPERVISOR:** Assistant Superintendent/District Health Coordinator

**BASIC FUNCTION:**

Administer basic first aid and screen ill or injured students in accordance with State laws and District regulations; assist with health testing programs; prepare and maintain a variety of records, files, and reports.

**REPRESENTATIVE DUTIES:**

- Perform basic first aid procedures and screen ill or injured children according to established procedures; utilize a variety of health products and supplies in caring for injuries and health needs.
- Administer first aid in emergency situations and notify nurses, administrator, parents, or paramedics as necessary.
- Schedule students for and assist with vision, hearing, scoliosis, and dental screenings; schedule follow-up appointments if further testing is required.
- Prepare, maintain, and type a variety of health-related records and files including student health records, emergency medical records, accident reports and health and disability reports; prepare correspondence, forms, notices, and referrals; maintain files and duplicate materials as needed.
- Maintain the health office in a clean, orderly, and safe condition; assist in maintaining inventory and order first aid supplies as necessary.
- Attend meetings and assist other school personnel as required.
- Operate standard office equipment as required.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic First Aid and age-appropriate CPR techniques.
- Health and safety regulations.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communications skills.
- Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**

- Administer first aid to ill or injured students.
- Establish and maintain files, records, reports and referrals.
- Work cooperatively with others.
- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Plan and organize work.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Read, explain, and follow rules, regulations, policies, and procedures.
- Learn and apply appropriate care and procedures related to ill or injured students.
- Perform clerical duties such as filing, duplications, typing and maintaining records.
- Operate standard office equipment as required.
- Complete work with many interruptions.

**REQUIREMENTS:** Must be at least 18 years of age, supply proof of a high school diploma or GED; a physical exam, TB skin test, and a criminal record check. *Also required:* the ability to follow specific directions and procedures and complete work with many distractions and interruptions; maintain records with utmost accuracy and hold or acquire a valid First Aid and CPR certification.