

**Oldham County Board Of Education
Administrative Regulation**

**JOB DESCRIPTION:
HEALTH ROOM AIDE**

MINIMUM QUALIFICATIONS:

1. High School Diploma.
2. Minimal clerical and technology experience including word processing.
3. The ability to direct and interact with students, parents, guests, and colleagues in a positive manner.
4. Good oral and written communication and problem solving skills.
5. Must be able to lift, push, pull 40 pounds and also be able to bend at waist, kneel and reach above head.
6. Holds a basic CPR/AED and First Aid Certification.

REPORTS TO: Building Principal, Office Manager and Director of Health Services.

JOB GOAL: To provide support to the school nurse in the health room to assist students in obtaining optimum health to lessen barriers to learning. Assist the school nurse to create and reinforce positive health related behavior in the school setting for students.

PERFORMANCE RESPONSIBILITIES:

1. Works cooperatively with and under the guidance of the school nurse, principal and office manager to assist in the delivery of health services in accordance with the Kentucky Board of Nursing and the Kentucky Department of Education.
2. Be knowledgeable of district health policy and practices.
3. Assist the school nurse in maintaining health related records including immunization records, preventative physicals, vision exams and dental exams as required by the State of Kentucky.
4. Assists with correspondence on request.
5. Performs necessary medical related services for students as guided by the school nurse.
6. Other duties as assigned by the Office Manager/school nurse

TERMS OF EMPLOYMENT:

Compensation will be based on 185 contract days on the board approved 105 salary. This position requires a 7 hour workday.