

# Specialized Health Aide

## Position Details

Class Code: 0095

Job Family: Para-Professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 46 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general nursing supervision, provides specialized health care to physically, emotionally, mentally, and multiple handicapped students; performs health-related and general clerical duties.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Renders basic first aid to ill and/or injured students and maintains accompanying records.
2. Contacts parents, paramedics, ambulance, and hospital in emergencies and maintains accompanying records.
3. Assists school nurse with all health-related concerns; acts in the absence of the school nurse and in all emergency situations.
4. Assists in coordinating medication and consent forms from parents/guardians.
5. Assists school nurse in the following areas requiring skill, patience, and understanding:
  - Colostomy and ileostomy care
  - Monitoring students during and after seizures
  - Clean-up and care of neurogenic bladder and bowel control problems
  - Ventricular shunt function monitoring

- Monitoring pain/illness of students unable to move or communicate
  - Using tympanoscope
  - Obtaining hearing/vision results using different techniques
6. Attends student-related conferences as directed.
  7. Answers phone and responds to routine and emergency requests.
  8. May administer first aid and/or Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.
  9. Updates and maintains health records/immunization cards and performs other clerical tasks as assigned.
  10. Orders first aid supplies.
  11. Conforms to safety standards, as prescribed.
  12. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves assisting school nurse in working with mentally, physically, emotionally, and multiple handicapped students.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of first aid, CPR/AED procedures, Universal Precautions, and medical terminology.
2. Ability to learn techniques and practices in caring for handicapped students.
3. Ability to work with handicapped students under trying conditions.
4. Ability to handle emergency situations without supervision and make sound healthcare decisions.
5. Ability to work with parents/guardians of handicapped students using tact, patience, and diplomacy.
6. Ability to determine when to act independently and when to refer medical situations to an administrator.
7. Ability to Identify and prioritize health-related incidents.
8. Ability to learn laws, rules, and regulations relating to health activities.
9. Ability to maintain security of confidential information.
10. Ability to work flexible work hours or shifts.
11. Ability to work cooperatively with employees, students, parents/guardians, and medical personnel.
12. Ability to recognize and report hazards and apply safe work methods.

13. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Three (3) years of specialized paraprofessional experience related to handicapping conditions.

### **Licenses and Certifications**

1. Current First Aid and CPR/AED certificates from the American Heart Association, American Red Cross, or other similar organization. Certifications must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the First Aid and CPR/AED certificates must be uploaded into the application.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
3. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

### **Preferred Qualifications**

1. Certificate as Emergency Medical Technician.
  2. Clerical experience (records/files/data management, keyboarding, and/or typing).
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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Current First Aid Certificate as indicated above. A copy of the front and back of the First Aid certificate must be uploaded into the application.
3. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

4. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  5. Copy of current of driving history (dated within six (6) months from date printed) issued by the DMV.
  6. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District schools (i.e., health offices, playgrounds, cafeterias, classrooms, locker rooms, etc.)

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## **Work Environment**

### **Strength**

Sedentary to heavy - exert force of 10-100 lbs., occasionally; frequently; constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, and pulling. May involve climbing, balancing, stooping, kneeling, crouching, talking, hearing, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity and depth perception; occasional far acuity. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### **Environmental Conditions**

Exposure to climate-controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud for occasional to frequent time periods.

### **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## Examples of Equipment/Supplies Used to Perform Tasks

Thermometers, splints, first aid supplies, catheters and other drainage tubes, blood glucose monitoring supplies, blood pressure cuff/stethoscope, Insta-Lines (vision screening), audiometers (hearing screening), computers, telephones, copy machines, etc.

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### AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### Job Revision Information

- Revised: 06/01/23
- Created: 07/01/88