

## **JOB DESCRIPTION**

**Title:** Medical Aide

**Primary Function:  
(Job Goal)**

To assess students requiring the direct services of a registered nurse. Prepare health care plans for involved students and supervise the implementation of required health care procedures.

**Reports To:  
(Accountability)**

Building Principal

**Supervisory Responsibilities:** None

**Qualifications:**

- Valid State of Illinois license to practice as a Registered Nurse
- Certification in vision and hearing screening (preferred)
- The ability to work effectively with peers
- High level skills in oral and written communication
- Ability to effectively communicate the health/medical needs to students, teachers, administrators and parents
- Demonstrate ability to interpret health records and effectively communicate the information to parents, teachers and administrators

**Performance  
Responsibilities:  
(Essential Duties)**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate support for the Mission, Beliefs and Goals of District 30-C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Perform routine first aid practice as allowed by school regulations and state law.
- Manage and maintain standards of emergency care for students and school personnel.
- Participate with school staff in developing and implementing total school health program.
- Suggest to staff possible modifications in the educational program designed to meet the health needs of individual students.
- Promote good health practice for the prevention and control of disease.
- Attend meetings and conferences as they pertain to health services and the health curriculum.
- Recommend exclusion and re-admission of students in connection with infectious and contagious disease.
- Serve as educational resource person to students and teachers.
- Provide input for organizing school health services and tests for vision and hearing.
- Assume the responsibility for the identification and referral of students in need of medical and dental care.
- Conduct follow up activities pursuant to vision and hearing referrals. Maintain up to date cumulative health records on all students.
- Collect and coordinate health data used in student scheduling.
- Assist in preparation of L.E.A., County and State reports as required.
- Report to parents, school officials, physicians, clinics and other agencies on school medical matters.
- Perform other duties and responsibilities pertaining to the position as may be assigned by the administration.
- Assist the special education team in taking health histories and reporting at staffings as necessary.

**Terms of Employment:** 184 days

**Evaluation:**

Performance of this job will be evaluated in accordance with the provisions of the Board of Education's policy on Evaluation of Educational Support Personnel.

\_\_\_\_\_  
Employee Signature                      Date                      \_\_\_\_\_  
Supervisor Signature                      Date

Copy to Employee and Supervisor

Revised 6/13/05