



# CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

## **Job Description – School Health Aide**

The School Health Aide is a part-time position beginning September 16 (negotiable), with a maximum of 20 hours per week. The School Health Aide will report to the School Nurse.

### **Position Overview**

The School Health Aide provides essential support to the school nurse, assisting with the daily health needs of students and staff. This role includes administering basic first aid, managing student health records, supporting the school nurse with routine health screenings, and monitoring students for concerns. The School Health Aide plays a critical role in promoting a safe and healthy environment for all students.

The School Health Aide's essential duties and responsibilities are as follows:

### **Health Care Support**

- Assist the school nurse in providing care to students who become ill or injured during the school day.
- Administer basic first aid and emergency care as needed, following established protocols.
- Assist in the management of chronic health conditions (e.g., asthma, diabetes) under the guidance of the school nurse.
- Monitor students for symptoms of illness and communicate concerns to the school nurse.

### **Record Keeping**

- Maintain accurate and confidential student health records in compliance with Ohio state regulations.
- Document student visits to the health office, including symptoms, actions taken, and outcomes.
- Assist with the collection and organization of student health forms, immunization records, and other required documentation.

### **Health Screenings and Programs**

- Support the school nurse in conducting routine health screenings (e.g., vision, hearing, scoliosis) and document results.
- Assist in implementing health programs and activities, such as flu shot clinics or health education initiatives.

### **Communication**

- Communicate with parents, guardians, and school staff regarding student health concerns as directed by the school nurse.
- Provide health information and resources to students, parents, and staff as needed.
- Participate in team meetings and collaborate with school staff to promote student health and well-being.

### **Administrative Support**

- Ensure that the health office is clean, organized, and fully stocked with necessary supplies.

- Assist with scheduling student appointments with the school nurse and external healthcare providers.

### **Compliance and Safety**

- Adhere to all federal, state, and local regulations related to school health services, including Ohio Department of Health guidelines.
- Participate in regular training sessions and continuing education to stay current on health and safety best practices.
- Ensure that all health office procedures comply with school district policies and state regulations.

### **Qualifications**

- High school diploma or equivalent required; certification as a Medical Assistant, Certified Nursing Assistant (CNA), or related field preferred.
- Previous experience in a healthcare setting, particularly with children, is preferred.
- CPR and First Aid certification required.
- Strong organizational skills, attention to detail, excellent communication abilities, and a compassionate demeanor.
- Ability to stand for extended periods, lift and move up to 25 pounds, and perform tasks that require frequent bending and reaching.

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

All employees will be required to pass background checks.

### **Application Process**

Staff applicants must submit the following in a single email to Job Search Committee: [careers@cincyclclassical.org](mailto:careers@cincyclclassical.org):

- Cover letter
- Resume/curriculum vitae
- Three professional references. Please include email address and phone number for each reference.