

FIRST AID/SAFETY ASSISTANT

Position Details

Class Code: 0090

Job Family: Para-Professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: Pay Grade 43 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, primarily renders basic first aid to students and performs health-related records/data file management duties.

Essential Duties and Responsibilities

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

1. Renders basic first aid to students and maintains accompanying records.
2. Contacts parent(s)/guardian(s) and medical personnel (ambulance and hospital) in emergencies and maintains accompanying records, as directed.
3. Assists with vision, hearing, and dental screening; records screening information on health cards.
4. Reviews health cards and consults with a school nurse about health concerns.
5. Responsible for the confidentiality of medical information.
6. Tracks and reports bloodborne pathogen incidents, as directed.
7. Assists with the administration of medication to students according to Clark County School District procedures.
8. Updates and maintains health records and immunization records.
9. Responds to requests for first aid supplies.
10. Maintains health office in a clean and orderly manner.
11. Prepares and maintains health-related letters, reports, and information on forms, as directed.

12. Monitors or checks assigned areas to assist in enforcing safety and disciplinary rules (playgrounds, hallways, etc.) as determined by the Student Services Division.
 13. Serves as health and safety designee as determined by Student Services Division.
 14. Performs specialized procedures (i.e., diapering, toileting, catheterization, etc.), as directed.
 15. May administer first aid and/or Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.
 16. May monitor students during assigned period within a variety of school environments (i.e., assemblies, athletic areas/fields, bus stops, cafeteria/multi-purpose room, classrooms, field trips, playgrounds, restrooms, etc.) for the purpose of maintaining a safe and positive learning environment, which may include physical interventions (i.e., jogging or running after a student to prevent them from doing harm to him/herself or others).
 17. Conforms to safety standards, as prescribed.
 18. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves providing first aid and maintaining health-related records.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of basic first aid, CPR/AED, and Universal Precautions.
2. Ability to attend and successfully complete annual medication assistance training and tests.
3. Ability to participate and complete initial and ongoing First Aid/Safety Assistant (FASA) awareness training and staff development.
4. Ability to prepare, organize, and maintain accurate health records or reports.
5. Ability to interpret health and safety standards.
6. Ability to identify and prioritize health-related incidents.
7. Ability to learn, explain, and apply procedures.
8. Ability to learn and apply laws, rules, and regulations relating to health activities.
9. Ability to maintain security of confidential information.
10. Ability to learn to use computers and software applications related to the health office.

11. Ability to determine when to act independently and when to refer medical situations to an administrator.
 12. Ability to work cooperatively with employees, students, parents/guardians, and other medical personnel.
 13. Ability to recognize and report hazards and apply safe work methods.
 14. 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. Experience working with children.

Licenses and Certifications

1. Current First Aid certificate from the American Heart Association, American Red Cross, or other similar organization. Certification 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 certificate must be uploaded into the application.
2. Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification 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 CPR/AED certificate must be uploaded into the application.
3. Must possess certification provided by Clark County School District Health Services Department for successful completion of initial First Aid/Safety Assistant (FASA) Awareness Training Program. Must be obtained before completion of probation period.

Preferred Qualifications

1. Medical experience.
 2. College/vocational courses or medical training.
 3. 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 Cardiopulmonary Resuscitation/Automatic External Defibrillator certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District schools – health offices, playgrounds, cafeterias, classrooms, locker rooms, other designated school areas, etc.

Work Environment

Strength

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

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, jogging, running, 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 and far acuity, and color vision. 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 and to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. 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).

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, instalines, (vision screening), audiometers (hearing screening), computers, telephones, copy machines, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or natio2al origin.

Job Revision Information

- Revised: 10/13/20
- Created: 7/01/88