



School District of New London

DISTRICT ADMINISTRATION OFFICE

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New London, WI 54961

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EQUAL OPPORTUNITIES IN EMPLOYMENT - CURRICULUM - ACTIVITIES

June 18, 2024

SCHOOL DISTRICT OF NEW LONDON Notice of Support Staff Position

POSITION OPEN: Secretary III, Health Aide
Position is Monday-Friday during the school year only,
with hours as stated

NORMAL HOURS OF WORK: Seven hours per day, Monday-Friday during the school
year only.
One position: Hours are 7:45 a.m.-3:15 p.m.

LOCATION: High School, dependent upon student needs

WAGE RATE: \$20.20 to \$21.08 per hour (depending on placement on
salary schedule)

BEGINNING DATE: August 2024

DUTIES: General job description is attached. Specifics of the
position: computers and data management, med
administration training, first aid, and CPR.

OTHER REQUIREMENTS: Skills testing may be required. Employee physical.

To apply for this position, please complete a WECAN application online at
<https://wecan.waspa.org/> on or before July 2, 2024.

Personnel Services
School District of New London
901 West Washington Street
New London, WI 54961

The School District of New London will provide reasonable accommodation for qualified individuals who are employees or applicants for employment. If you need assistance or accommodation for the application process because of a disability, please contact the District Administrator's Office. Employment opportunities will not be denied to anyone because of the need to make reasonable accommodation for an individual's disability.

The School District of New London does not discriminate on the basis of sex, color, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

**HEALTH AIDE
JOB DESCRIPTION**

Title: Health Aide

Category: Secretary III

Minimum Qualifications:

- High School Diploma
- Ability to understand and effectively carry out oral and written instructions
- Proficient and certified in First Aid, CPR, and medication administration
- Keyboarding and computer skills (word processing, spreadsheets, databases) and other general secretarial skills
- Ability to perform confidential, skilled and responsible office work calling for considerable judgment
- Must be able to maintain effective working relationships with staff members and the public
- Ability to work cooperatively with the staff of the district in fulfilling the district' mission, vision and goals
- Such other qualifications as the Board of Education may deem necessary or desirable

Reports To: School Nurse, Director of Pupil Services

Supervises: No one

Job Goal: To provide administrative and medical assistance to the School Nurse in order to meet the student and program needs as directed

A. Assist with the communication needs and requirements of the health department

- Place and receive telephone calls and record messages
- Project a positive and courteous attitude and image to the staff, students, and community
- Provide a welcoming office atmosphere to staff, students, and community
- Perform related office duties as required

B. Complete such reports/documents as directed

- Health forms
- Health folders
- Emergency files
- Student passes
- Doctor letters
- Nursing summaries
- Parent letters
- Authorizations
- Newsletters
- Bulletins
- End-of-year reports

- C. Maintain accurate data-bases, as well as prepare any necessary documentation**
 - Immunization records

- D. Perform and/or assist with health/medical processes, as well as prepare any necessary documentation**
 - Make parent contacts for ill or injured students to arrange for transportation/permission to leave
 - Maintain accurate and complete medication consent forms and medication containers for all daily and PRN medications
 - Administer daily and PRN medications
 - Render minor first aid and minor care of emergency illness

- E. Perform duties in connection with student health activities**
 - Review health inventories and record appropriately in health folders
 - Review student immunization reports and assure compliance
 - Schedule, coordinate volunteers, and assist with health screenings

This list of duties and responsibilities is not intended to be all inclusive and may be expanded to include other duties and responsibilities that the Building Principal may deem necessary from time to time.

Essential Physical Requirements:

- Work is sedentary in nature requiring occasional moving of up to 10 lb. maximum (i.e. files, mail, reams of paper)
- Ability to exert up to 50 pounds of force occasionally.
- Ability to remain stationary up to 6-8 hours per day
- Ability to be mobile up to 1-4 hours per day
- Ability to perform simple grasping, pushing and pulling (i.e. filing, file drawers)
- Ability to perform fine manipulation (i.e. keyboard)
- Ability to answer phones and communicate with visitors in a professional manner
- Occasional stooping, bending, reaching and squatting to retrieve files
- Good visual acuity to view computer screen and paperwork
- Good visual and hearing are required for effective verbal and written communication

Terms of Employment: Days and hours to be arranged, with salary according to current schedule.

Evaluation: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

Employee Signature

Date