

**Killeen Independent School District
Job Description**

Job Title: Clinic Aide II
Reports To: School Principal and/or School Nurse
FLSA Status: Non-exempt

SUMMARY:

Assists the school nurse and the principal in maintaining an efficient school clinic.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Maintains a clean clinic per protocol.

Requests supplies, as needed.

Organizes and stocks supplies upon delivery.

Administers first aid/CPR per American Heart Association/KISD guidelines.

Notifies parents of illness or injury.

Notifies principal, school nurse, and teacher(s) of any serious illness, new medical condition, or problem.

Stores and administers medication per KISD policy.

Maintains daily record of students seen in the clinic and other records delegated by the school nurse.

Assists in filling out accident/incident reports; distributes copies per KISD guidelines, and notifies school nurse.

Performs initial hearing and vision tests on new students and notifies school nurse of follow-up evaluation, if needed.

Enters student health and immunization data into the computer as requested by the school nurse.

Knows and complies with Texas Education Agency and KISD educator standards of conduct.

Performs such other tasks as may be assigned by the school nurse or principal.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities; however, the clinic aide works closely with students, faculty, and parents.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. .

EDUCATION and/or EXPERIENCE:

Elementary School Requirements and Secondary Title I/Every Student Succeeds Act (ESSA) Campuses:
Title I campus requires 48 hours of accredited college credit with some emphasis in child growth and development or related courses or two years verifiable experience as an educational aide or other related experience as approved by the district.

Middle School and/or High School Requirements:

High school diploma or general education degree (GED) certificate and two years verifiable experience as an education aide or other related experience as approved by the district; or 15 semester hours of college credit with some emphasis in child growth and development or related courses or other related experience as approved by the district.

CERTIFICATES, LICENCES, REGISTRATIONS:

State Board for Educator Certification for Educational Aide II.

OTHER QUALIFICATIONS:

Must have current vision and hearing screening certification and American Heart Association CPR/First Aide certification or obtain such certifications within 90 calendar days from the date of employment.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to students, other employees of the organization, and parents.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and carry 15-44 pounds and occasionally lift or carry 45 pounds and over. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT:

The employee may be required to be exposed to outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderately quiet.

Revised Date: February 25, 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.