

Examples of Other Illinois Districts Utilizing Health Care Aides in Schools		
District	Job Title/Qualifications	Job Description
Harvard, IL McHenry IL	Certified Nursing Assistant (CNA) <ul style="list-style-type: none"> ● Active Illinois CNA Certification ● Active CPR Certification ● High School Diploma or equivalent 	<ul style="list-style-type: none"> ● Proficiency in typing, filing, and computer keyboarding. ● Working knowledge of basic office procedures and general office equipment/computers/software. ● Ability and willingness to follow oral and written instructions. ● Ability to gather data as required by Director of Health Services. ● Professionalism and the ability to maintain confidentiality is a must. ● Effective communication skills. ● Ability and willingness to establish good personal relationships. ● Must be clean and neat and able to get along with students, parents, staff and guests. ● Energetic enthusiasm a plus. ● Benefits: Sick Days, Personal Days, Holidays, Insurance, And Retirement Plan.
Evanston D65	Health Clerk [Qualifications not Specified in Job Posting]	<ul style="list-style-type: none"> ● Administers emergency first aid and scheduled medication to students, under the direction of healthcare professional (e.g. nausea, shortness of breath, seizures, dizziness, headaches, sprains, etc.) for the purpose of meeting immediate health needs. ● Advises Coordinator of Health Services and/or Building Principal of observations involving students' safety, abuse and other health related issues (e.g. physical, sexual, drug, etc.) for the purpose of identifying problems, referring for proper treatment and complying with legal requirements. ● Assists health professional in completing health screenings (e.g. lice, vision, hearing, height/weight, migrant children's screening, sports physicals, dental, etc.) for the purpose of identifying health concerns and/or delivering school health services in compliance with established guidelines. ● Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions. ● Cleans work areas (e.g. sinks, counters, cots, etc.) for the purpose of maintaining a sanitary environment. ● Distributes information on a variety of health issues (e.g. disease prevention, lice, ringworm, personal hygiene, etc.) for the purpose of providing instructional materials to teachers, students and/or parents. ● Maintains student health informational records (e.g. student emergency cards/information, student health records, student clinic logs, daily p.r.n. medication log sheets, individual student physical examination and immunization records, doctor and/or parent requests, vision and hearing screening results, weekly contagion and/or communicable diseases records, data for weekly, monthly and/or annual reports, etc.) for the purpose of providing information required by regulatory requirements. ● Maintains an inventory of medications and office supplies for the purpose of ensuring items' availability as needed. ● Monitors students referred to the Health Office for the purpose of ensuring their safety and/or referring to a medical professional for review and/or services.

		<ul style="list-style-type: none"> ● Performs record keeping and clerical functions (e.g. accident reports, answering phone calls, taking messages, data entry, immunization records, copying, faxing, scanning, checking student attendance, kindergarten and new student registration, etc.) for the purpose of supporting the School and Health Offices. ● Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit. ● Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, assistance with annual ISBE immunization survey, etc.) for the purpose of documenting activities, providing parental communication, and/or conveying information. ● Refers students, under the direction of licensed health professional, requiring further medical attention for the purpose of providing information on available follow-up treatment and services. ● Reports suspected child or substance abuse to Health Services Coordinator and/or Building Principal for the purpose of maintaining students' personal safety, a positive learning environment and adhering to regulatory requirements and established guidelines. ● Responds to inquiries from a variety of internal and external parties (e.g. district administrators, district staff, other schools, physician offices, parents, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction. ● Work units is often required to perform the job's functions. There is continual opportunity to have some impact on the organization's services.
<p>Tinley Park, IL District 146</p>	<p>Health Clerk</p> <ul style="list-style-type: none"> ● High School Diploma or GED 	<ul style="list-style-type: none"> ● Maintain health office in hygienic condition ● Sign in students on daily log ● Assist with medical services to students, under the direction of the nurse. (Will not under any circumstances administer medications or complete doctor ordered treatments to students) ● Assemble packets for health files ● Set up files for new students to the district ● Help gather information for the following: <ul style="list-style-type: none"> ○ Immunization survey ○ Vision and Hearing forms ○ Referral forms ○ Eye Glass notices ○ Vision and Hearing survey ○ Health Problem and Susceptible lists ● Assist nurse with vision and hearing screenings ● Notify appropriate staff if a student is going home ● Make sure parent/guardian signs out student in the office if going home ill ● Assist in maintaining supplies and inventory ● Answer phone and direct calls as necessary ● Complete in-service training as directed ● Maintain up-to-date cumulative health records on all students utilizing computer technology

		<ul style="list-style-type: none"> ● Perform other duties as assigned by the building nurse, Principal, or Nurse Coordinator
Burr Ridge District 180	Health Care Aide <ul style="list-style-type: none"> ● High School Diploma ● CPR Certification ● First Aide Certification 	Provides: <ul style="list-style-type: none"> ● routine health services as directed by each school ● general first-aid procedures ● maintains records ● open communication with staff ● does NOT involve medical assessment ● verifies absent students ● calls homes of students not in attendance not called in by parent ● verifies student tardies ● keeps records re truancy and shares with principal
Justice, IL Indian Springs District 109	School Health Aide <ul style="list-style-type: none"> ● LPN preferred (but not required) 	<ul style="list-style-type: none"> ● Light traveling to neighboring school if necessary. ● Take care of all the medical needs in a school setting ● Manage student files