

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED DECEMBER 1996
RANGE: 32.5
CLASSIFIED
INSTRUCTIONAL SERIES
CODE: 5,7

CHILD DEVELOPMENT HEALTH AIDE

DEFINITION

Under supervision, to perform a variety of child development activities to assist in the conduct of appropriate learning experiences and in maintaining proper classroom environment;

under the direction of the Nurse, assist in the maintenance of health records, referrals and reports;

assist with health testing programs and other health-related services as required;

to do other related work as required.

EXAMPLES OF DUTIES

Assists in planning and providing age appropriate activities in component areas of educational, physical and social development, health and nutrition, and parent involvement;

assists in maintaining a safe, healthy and comfortable environment;

assists in maintaining a stable emotional climate and sufficient control to insure the well being of children and staff members;

attends scheduled inservices and parent meetings;

assists with continuous evaluation of children's progress;

assists in ordering supplies and instructional materials;

assists in the inventory of equipment and supplies;

assists with MediCal, Child Health & Disability Prevention (CHDP) billings;

carries out authorized emergency and safety procedures;

screens students on vision and hearing under the CHDP medical guidelines;

screens student records for proper immunizations;

prepares, distributes and maintains Disaster/First Aid kits for classrooms;

assists nurse with classroom inspections for communicable diseases;

performs a variety of routine clerical duties;

types a variety of reports, correspondence, forms, notices and referrals;

maintains files and duplicates materials, as needed;

refers families to appropriate community services, requisitions for office and health care supplies;
provides information and assistance to students, parents, teachers and others, as requested;
performs other related duties, as assigned.

QUALIFICATIONS

Knowledge of:

Basic methods of child care:

vision and hearing screening procedures;

CPR and first aid techniques;

health and safety regulations;

applicable sections of State Education Code and other applicable laws;

district organization, operations, policies and objectives;

modern office practices, procedures and equipment;

record-keeping techniques;

correct English usage, grammar, spelling, punctuation and vocabulary;

oral and written communications skills;

telephone techniques and etiquette.

Ability to:

Demonstrate a love for young children;

exhibit a cheerful personality, self-confidence and patience;

possess imagination and creativeness;

adapt to change;

work constructively with people of all cultures;

lift 50 pounds;

move quickly, bend, squat, kneel and sit on floor;

communicate hear and see clearly;

reach overhead;

administer first aid to ill or injured children;

establish and maintain files, records, reports and referrals;

work cooperatively with others;

understand and follow oral and written directions;

analyze situations accurately and adopt an effective course of action;

meet schedules and time lines;

plan and organize work;

work confidentially with discretion;

communicate effectively both orally and in writing;

read, interpret and follow rules, regulations, policies and procedures;

perform clerical duties such as filing, duplications, typing and maintaining simple records;

complete work with many interruptions.

Experience:

Some experience with preschool children, either on a volunteer basis or paid basis is desirable.

Education:

Any combination equivalent to graduation from high school;

show professional growth in the area of child development.

Valid Pediatric First Aid and CPR Certificates issued by the American Red Cross;

or by a training program approved by the state Emergency Medical Services Authority (EMSA).

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rw

6/18/01

F:\CD-HA.DOC