



Western School of Science and Technology exists to transform Maryvale by improving low-income west Phoenix students' opportunities for advancement in the new, global, technological economy by providing needed preparation for the academic rigors of college graduation leading to career success.

Job Title: Part Time Student Health Aide

Reports to: Director of Student and Administrative Services

Staff to manage: N/A

Department: Student and Administrative Services

Location: On campus (Not eligible for remote work)

Hours: Monday-Friday 7:30am-11:30am

Starting Salary: \$23.91 hourly

Here's what we're primarily looking for in a team member:

- Strong commitment to our college-bound mission and core values (Achievement, Innovation, Respect, Responsibility, Relevance)
- Passion for working with families living in urban Phoenix communities

The following are the critical skills, beliefs, and experiences requisite of an effective team member at Western:

- Former experience in this field
- High School Diploma or equivalent (Required)
- Valid State of Arizona "IVP" Fingerprint Clearance Card (or acquired prior to employment)
- CPR and First Aid certifications.
- Superior knowledge of education laws and regulations
- Demonstrates taking personal ownership for his or her own development; growth mindset
- Preference will be given to individuals who have experience working in the target community or in a demographically-similar community and prior experience in a similar role
- Bilingual- Spanish (Required)

General Description:

The Student Health Aide will be responsible for planning, organizing, and coordinating the food service program and wellness program, including nutrition and serving as the School's Health Aide.

Duties and Responsibilities:

Student Wellness

- Provide basic first aid, administer medications, monitor illness and injury and notify parents of concerns. Contact 911 in emergency situations.
- Lead Chronic Health Illness process & communicate to appropriate staff
- Record daily health office visits in the school's computerized student information system.
- Maintain student health files

- Complete and process all accident and head injury reports
- Communicate with families, and staff regarding student health related concerns.
- Attend yearly training/reviews including diabetes review, medication administration, Diastat/seizure, Narcan and Epi-pen training.
- Maintain immunization records per state requirements, send out referrals and exclusion letters as needed, monitor immunizations in process
- Organize and complete vision and hearing screenings on students as required by the State
- Enter all screening results into school's information system, send out referrals
- Assist counselors with 504 plans (medical accommodations)
- Cleaning the health office, maintaining equipment and ordering supplies

KNOWLEDGE AND ABILITIES:

- Establishes and maintains productive, collaborative relationships with others.
- Relates to students with mutual respect while carrying out a positive and effective disciplinary program.
- Models district standards of ethics, confidentiality, and professionalism.
- Meets schedules and deadlines.
- Plans and organizes work.
- Follow through with directives.
- Performs a wide variety of specialized tasks; interprets and applies rules and regulations
- Applies knowledge of school law and district policy.
- Operates office equipment including a computer with a variety of software
- Creates an environment where children from diverse backgrounds are comfortable and experience success.
- Build relationships with families.
- Completes work before deadlines despite constant interruptions.
- Reads, interprets, applies, and explains rules, regulations, policies, and procedures.
- Maintains consistent, punctual, and regular attendance.
- Demonstrates knowledge of correct English grammar and usage.
- Defines problems, collects data, establishes facts, and draws valid conclusions.
- Maintains a safe and orderly learning/working environment.
- Uses effective interpersonal skills including tact, patience, and courtesy.

Physical Demands:

- Hear and speak to make presentations and exchange information in person and on the telephone.
- Communicate so others will be able to understand conversation.
- Dexterity of hands and fingers to operate a computer keyboard and manipulate paper.
- See to read, prepare documents and reports, and to monitor students.
- Able to return to a task after interruption
- Sit or stand for extended periods of time, in both indoor and outdoor environments.
- Stamina to work a full day and then supervise evening events or attend meetings.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.
- Hear and understand speech at normal levels.
- Kneel, bend at the waist, and reach overhead, above the shoulders, and horizontally.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Move throughout campus including climbing step ladders, stairs, bleachers and hallways, indoors and outdoors

With Reasonable Accommodations:

The Student Health Aide and Wellness Coordinator is expected to perform these duties with or without reasonable accommodations, as required by applicable law. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We believe in fostering a diverse and inclusive environment, and we welcome applications from candidates who may not meet all qualifications but bring unique perspectives and experiences. Your unique qualities and perspectives are valuable assets that contribute to the richness of our school community. We encourage all interested individuals to apply and be part of our commitment to diversity, equity, and inclusion.

Veterans and Teach for America alum are encouraged to apply.

Western: CFA is an equal opportunity employer.