

# VACANCY NOTICE

## Health Aide



The Ashtabula County Educational Service Center is seeking qualified applicants for the position of Health Aide to serve in Ashtabula County School Districts.

### **Mission**

*The purpose of the Ashtabula County Educational Service Center is to be a high performing organization that enables districts to achieve excellence.*

The Ashtabula County Educational Service Center serves the Ashtabula Area City, Buckeye Local, Conneaut Area City, Geneva Area City, Grand Valley Local, Jefferson Area Local, and Pymatuning Valley Local school districts.

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**Vacancy:** Health Aide

**Posting Date:** May 17, 2022

**Closing Date:** Until Filled

**Start Date:** 2022-2023 School Year

**Reports To:** Principal, Teacher, and/or Special Education Supervisor

### **Required Qualifications:**

- RN or LPN Degree
- Current First Aid and CPR certification or ability to obtain

### **Preferred Qualifications:**

- Secure properly signed forms prior to dispensing prescription medication; dispense as described.
- Apply first aid treatment to students as necessary.
- Notify parents of children who are ill, injured, and/or require treatment or must be picked up from school or transported. Complete accident reports as requested.
- Assist in the preparation of each student's health record.
- Assist and supervise in the screenings for hearing and vision.
- Keep a log of all students who require medical care.
- Keep the clinic orderly, properly secured, and have supplies available.
- Check student immunizations and verify that the required immunization is recorded. Notify the supervising nurse if deficiencies are found.
- Notify supervising nurse of any accident or incident of contagious disease.
- Have EMC, first aid supplies, and equipment available for field trips.
- Maintain a file of emergency medical cards for every student.
- Perform other nursing duties as directed by the principal and/or supervising nurse

**Compensation:** As Per Salary Schedule: Range: \$18.04 - \$23.67 per hour

**Application Process:** Interested candidates should submit a resume electronically to:  
Christina Ray, Director of Human Resources  
Ashtabula County Educational Service Center  
[christina.ray@ashtabulaesc.org](mailto:christina.ray@ashtabulaesc.org)

The Ashtabula County Educational Service Center does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.