

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: September 27, 2012

SUBJECT: Job Description- First Aide Attendant

CATEGORY: **Operations:** **Policy:** **Information:** **Personnel: X**

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

In an effort to formally respond to first aide needs of the campus, the following job description has been developed for a First Aide Attendant. The nursing services will be provided by the sending districts per the memorandum of understanding approved by the board in January of 2012.

RECOMMENDATION:

Motion to approve the attached job description for the First Aide Attendant.

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: FIRST AIDE ATTENDANT
DEPARTMENT: High school
REPORTS TO: Principal
CREATION DATE: 9/14/2012

REQUIREMENTS: First Aide Certificate, CPR certification required

TALENTS: This position requires the employee to possess an internal self-imposed drive to achieve, problem solving, and the ability to have an awareness and attentiveness to individual differences.

PERFORMANCE RESPONSIBILITIES:

1. Ascertain the level of injury student or staff has sustained.
2. Diagnose the next level of treatment after first assessment.
3. Provide interventions, which may include but aren't limited to, stopping bleeding, splinting fractures or performing advanced life saving techniques such as rescue breathing, the Heimlich Maneuver, cardiopulmonary resuscitation, or CPR, as needed.
4. Attend and actively participate in the campus Safety Committee.
5. Other duties as assigned.

This enumeration of duties and responsibilities is not all-inclusive and does not preclude the assignment of other duties by the Director, or Principal should the need arise.

BARGAINING UNIT CLASSIFICATION:

TERMS OF EMPLOYMENT:

I have reviewed the above job description and analysis and understand the requirements of the position

(Initials)

Employee

Date