



# Pickens County Schools

## Job Descriptions

### NURSE CLINIC AIDE

**Title/Position:** Nurse Clinic Aide (Unlicensed)

**Retirement:** Teacher Retirement System of Georgia

**Terms of Employment:** 185 Days

**Salary:** Classified Salary Schedule Grade B (Starting pay \$14.00/hour)

**Reports to:** Principal & Director of Health Services

**Qualifications:**

1. High School or GED required
2. Medical knowledge and experience preferred

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

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### RESPONSIBILITIES

- Assists in the day-to-day work in the school's health clinic
- Monitors the activity of the school health clinic under the direction of a licensed nurse and the school administration
- Monitors ill or injured students while in the school health clinic
- Makes appropriate contact with administrators and parents regarding students who are sent to the school health clinic
- Administers basic first aid as needed
- Participates in professional development training program as applicable
- Other duties and responsibilities as assigned.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

**FLSA Status:** Non-Exempt