

# Burlington Area School District

*"Dedicated to Developing a Desire for Lifelong Learning"*

100 NORTH KANE STREET  
BURLINGTON, WI 53105-1869

Phone: (262) 763-0210  
Fax: (262) 763-0215

PLACEMENT NOTICE  
BURLINGTON EDUCATIONAL STAFF ASSOCIATION  
SECRETARIES & AIDES  
INTERNAL POSTING  
2016-17 SCHOOL YEAR

**Posting Date:** February 17, 2017  
**Classification:** Category II  
**Number of Days:** 184

**Position:** Health Aide  
**Location:** Karcher Middle School  
**Hours Per Day:** 8

**Job Description:**

Health Aide duties include: care of ill or injured students, administration of first aid, recording and maintaining health records in Skyward, performing vision/hearing screenings, reporting communicable and infectious diseases, administering medications (school nurse will provide training), gathering and recording immunization data, submitting reports to appropriate agencies, providing school staff with a-typical list in a timely manner, responsibility for the health room facilities, ordering supplies, telephone communications with parents, staff, and community. Confidentiality is a must and bound by laws governing health care. Duties may also include registration and school reports.

**Qualifications:** High School Diploma  
Nursing Assistant background preferred  
Demonstrated knowledge of computer office applications including Skyward  
Strong organizational skills with the ability to prioritize projects  
Excellent written and oral communication skills  
Excellent record keeping and attention to detail  
Ability to work in a team environment  
Experience working with children  
CPR/AED and First Aid certified or willing to acquire  
Able to acquire new skills quickly  
Able to address the health needs of school age children using appropriate equipment  
Sense of humor appreciated

**Closing Date:** Posted until filled

**Apply to and get additional information from:**

Jessica Polcyn, Director of Health Services  
Burlington School District Office  
100 North Kane Street  
Burlington, WI 53105 Phone: 262-763-0214, ext. 202  
jpolcyn@basd.k12.wi.us

**Position/Posting Approval:** \_\_\_\_\_

**Please note: This position is posted on WECAN. All applications should be made through the WECAN website.**

The Burlington Area School District, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any inquiries or complaints alleging non-compliance with Title IX of the Educational Amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the Title IX Coordinator of the Burlington Area School District.