



POSITION: School Health Aide
SUPERVISOR: Director of Safety & Student Care

STATUS: Non Exempt
DATE: January 16, 2026

Job Summary: Responsible for serving students, staff & families of Coulee Coulee Christian School through nursing tasks, supervision and care of students.

Required Spiritual Qualities

It is expected that the School Health Aide will:

- Acknowledge Christ as Savior and seek to live as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice.
- Believe and actively support Coulee Christian School's **Statement of Belief**.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for personal conduct, marriage, gender identity and sexuality.
- Demonstrate evidence of the fruit of the Spirit when interacting with others.
- Actively participate in a local Bible-believing church and share faith with others.
- Have a Christ-centered home.

Required Professional Qualities

It is expected that the School Health Aide will:

- Possess evidence of other adequate preparation, background, or experience as determined by the Supervisor.
- Possess the ability to interact effectively with peers and supervisors, possessing humility and willingness to be a team player.
- Demonstrate a sensitivity and ability to interact effectively with staff, parents, volunteers, and children.
- Manage a fast-paced, multifaceted job with stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Communicate effectively, professionally, and timely by responding to all emails within 24-48 hours on school days, as this is the main method of communication between administration and employees.
- Maintain a personal appearance that is a christian role model of cleanliness, modesty, and good taste consistent with school policy.
- Be open and flexible to new school initiatives.
- Demonstrate a reasonable level of computer literacy. Basic proficiency is needed in word processing, e-mailing, and accessing the internet. The School Health Aide should be able to use a website to upload, create, and submit documents. The School Health Aide will be expected to use a Student Information System (SIS) for communicating with families.
- Possess customer service and public relations skills necessary to market the school to potential families, as well as the general public.

Required Personal Qualities

It is expected that the School Health Aide will:

- Sign and live by Coulee Christian School's **Lifestyle Statement** as a condition for employment and continued employment in this ministry.
- Be an enthusiastic visionary, encouraging, self-starter with a high energy level.
- Meet everyday stress with emotional stability, objectivity, and optimism.

- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize his or her own mistakes and take measures to correct them.
- Be servant-hearted & willing to assist others.
- Use acceptable English in written and verbal communication. Speak with clear articulation.
- Respectfully submit to constituted authority.
- Seek to appreciate and understand the uniqueness of the community.
- Place his or her school ministry ahead of other jobs, coaching or volunteer activities.
- Be able to meet the physical demands of the position as outlined in Coulee Christian School's **Physical Requirements** for this position or negotiate reasonable accommodations with Supervisor.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
- Remain committed to partnering with parents/guardians in the support and care of students.

Essential Job Functions - Accountabilities

It is expected that the School Health Aide will:

Spiritual Leadership

- Possess a conviction of God's calling to the christian school ministry.
- Follow the Matthew 18 principle in dealing with conflict.
- Join school staff in discipling of students.
- Serve as a model to students of how a spiritual leader within a school community practices spiritual disciplines and demonstrates fruits of the Spirit in everyday situations.
- Encourage the spiritual growth of students.
- Participate in staff Bible studies.
- Integrate a christian worldview into interactions of students.

Academic Leadership

- Have knowledge of Coulee Christian School's vision/mission, programs, and policies.
- Seek and accept constructive evaluation of performance.
- Create a positive learning environment where students can thrive.
- Provide on-time supervision (duty) to students to ensure a safe school environment.
- Understand strengths, weaknesses and needs of students and have the ability to communicate these to parents, administration and other support staff.

Medical Leadership

- Serves as an assistant member of the school's Safety team.
- Maintains school medical supplies, stocks first aid kits for sports, classrooms & offices throughout the school.
- Assists with student health needs when onsite.
- Assist with vision screening for students in the fall.

Minimum Requirements:

It is expected that the School Health Aide will:

- Have at least one year of college education. Some medical training such as Registered Nurse, Certified Nursing Assistant, Emergency Medical Technician or Medical Assistant or Nursing Student is helpful but not required.
- Will call the Registered Nurse with any questions or concerns.
- Possess a willingness to learn first aid procedures and medication administration.
- Documents all interactions with students e.g. medication administration, care administered and calls to families.
- Have an excellent track record of caring well for people.
- Retain a passion for working in a dynamic, child-centered environment.

Working Relationship and Scope: Reports directly to the Supervisor noted above. Works closely with all school staff members, students, families, and volunteers.

Acknowledgment: This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed & Signed name of Employee

Date

Printed & Signed name of Supervisor

Date