

Job Description



Title: School Health Clerk

Reports to: Coordinator of Health Services / Principal / Coordinator of Student Services & Early Learning / Director of Student Services

Summary of Position

Provide first aid and emergency treatment for all injuries and illnesses to students and employees; provide clerical support to the school office; collect and maintain school health records; assist in any school-wide health initiatives.

Qualifications

- Any of the following are preferred, but not required: RN or CNA certification, having some medical training, being CPR certified and/or have first aid training; holding a vision/hearing screening certificate.

Essential Duties and Responsibilities

- Provide first aid and emergency treatment for all injuries and illnesses for students and staff
- Monitor immunizations and managing communicable diseases
- Maintain student's health files
- Maintain daily student visit documentation and disposition, and contact parents needed regarding health records and student illnesses
- Contact parents regarding health records and student illnesses
- Oversee administration of approved medications to students
- Schedule and/or perform vision and hearing screening and make referrals to appropriate agencies as needed
- Assist in the development of student healthcare plans and distribute to appropriate staff as necessary
- Serve as liaison between school personnel, family, and community healthcare providers to ensure a healthy school environment and appropriate implementation of health care plans
- Oversee emergency healthcare procedures
- Provide clerical support for the main office, as well as backup in secretary's absence.
- Monitor the student absence line and keep attendance records
- Reconcile student absences with consultation from building administration
- Arrange and schedule special education related appointments and meetings and coordinate corresponding paperwork
- Prepare and distribute health-related communications to staff and parents
- Counsel students on health questions brought to health office
- Communicate with the Village of Skokie Health Department as necessary and complete required reports

- Perform other duties as assigned by the Principal, Coordinator of Student Services & Early Learning, Director of Student Services, or Health Services Coordinator

Key Success Factors

- Organized
- Self-starter
- Team Player
- Is flexible and knows how to prioritize
- Has a positive attitude and understands the importance of providing excellent customer service

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, including the following: sitting, standing, light lifting, filing, operating office machines and computers, communicating with staff and others.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the other staff.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

The information contained in this job description complies with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

Terms of Employment

- **Work Year:** 189 work days
- **Leave:** 12 Sick Days / 2 Personal Days
- **FLSA Status:** Non-exempt
- **Retirement:** IMRF
- **Benefits:** Eligible
- **Salary:** Commensurate with experience, S-3, \$23.98 - \$35.20 hourly (2025-2026)