



Dr. David Clendening
Superintendent

Dr. Brooke Worland
Assistant Superintendent

Ms. Tina Jobe
Chief Financial Officer

Mr. Matt Sprout
Director of Technology

Mr. Jeff Sewell
Director of Operations

Vacancy Notice

Applicants must apply online at www.franklinschools.org

POSITION: Clinic Assistant

LOCATION: Franklin Community Schools

NUMBER OF DAYS PER YEAR: 180 days per year

NUMBER OF HOURS PER DAY: 5.5 hours per day

DUTIES: See attached.

REQUIREMENTS: See attached.

BENEFITS: None available

SALARY: \$15.00/hour

APPLICATION DEADLINE: Open until filled

CONTACT: Mrs. Amanda Martin, Director of Health Services – martina@franklinschools.org

Dr. David Clendening
SUPERINTENDENT

'All applicants considered for hire after July 1, 2009 must obtain a criminal history background check subject to I.C. 20-26-5-10. This background check must be completed through the Indiana State Police prior to receiving an offer of employment with the cost being borne by the applicant. If selected for an interview, additional information will be provided at the time of interview.'

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment.

FRANKLIN COMMUNITY SCHOOL CORPORATION

Clinic Assistant

Job Description

Job Title: Clinic Assistant
Department: Health Services
Assignment: Assist Health Services Department with patient care, ensuring that quality of care is provided in an efficient and safe manner consistent with the State's guidelines.
Supervised by: School Nurse and Director of Health Services
Purpose: Primary purpose is to provide first aid in the event of a sick or injured child. The clinic assistant will also assist with the maintenance of all permanent health records.

DUTIES AND RESPONSIBILITIES:

- Provide First Aid as trained through the American Heart Association.
- Check all children presenting themselves in the clinic according to the directives of the school nurse.
- Follow regulations for children taking medications at school.
- Maintain all permanent health records in the electronic database.
- Perform clerical responsibilities, such as telephone contact of families, filing, and checking and requisitioning supplies from the nurse.
- Maintain a safe, pleasant clinic environment.
- Be knowledgeable of school hazard drills, safety and accident prevention programs, exit routes, etc.
- Check supplies and restock first aid inventory before it is depleted.
- Assist the school nurse with the State Immunization report.
- Assist the school nurse with the State vision/scoliosis/hearing reports.
- Other duties as assigned.

Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MINIMUM JOB REQUIREMENTS:

- High School diploma or GED.
- Must have current CPR and first aid certification.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- At least one year's experience that is directly related to the duties and responsibilities specified is preferred.
- Must project a genuine concern for the general well being and sensitivities of the school age children.
- Confidentiality must be affirmed and maintained.
- Typing and computer skills required.
- Must be able to respond in a mature manner in making decisions and receiving supervision.
- Must be courteous to parents and other persons contacting the clinic.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a health clinic environment. Standing, walking, bending, pushing, pulling, and lifting may be required.