

# Maywood-Melrose Park-Broadview School District 89

## Health Clerk

### **THIS JOB DESCRIPTION IS A GUIDELINE AND IS NOT INCLUSIVE OF ALL DUTIES AND RESPONSIBILITIES**

<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• High School Diploma with 2 years of college and Paraprofessional Certification;</li><li>• CNA (Certified Nurses Aid) Certification required;</li><li><b>**</b> • Must be licensed through the State of Illinois Department of Public Health in Vision and Hearing;</li><li>• Must be certified in CPR and First Aid;</li><li>• Minimum 2 years successful experience working in school and/or health services environment;</li><li>• Demonstrate skills in word processing and excel with experience in use of office equipment not limited to computers, photocopiers and fax machines.</li></ul>
<b>Reports To:</b>	School Principal/Assistant Principal
<b>Location:</b>	District 89 Elementary School TBD
<b>Terms of Employment:</b>	10 month position – Salary, benefits, and hours per SEIU Contract
<b>Job Goal:</b>	Assists the school nurse in the promotion of effective health services by the performance of nonprofessional duties designed to meet the health needs of the students.
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"><li>• Follows District policies and procedures as established by the Board;</li><li>• Acknowledges and exhibits an attitude of respect and courtesy to all students, parents, staff and administrators;</li><li>• Handles all telephone communications regarding health issues;</li><li>• Promptly notifies parents/guardians regarding their students unexplained absence;</li><li>• Facilitates in the District-wide registration program time-line;</li><li>• Inputs new students and up-dates existing students data/health records in PowerSchool;</li><li>• Verifies health information when needed;</li><li>• Notifies the parents of all students that are not in health compliance;</li><li>• Assists with enrollment procedures, files records and reports daily log information;</li><li>• In collaboration with building principals and with support from the district nurse, updates, revises and implements medical 504 plans;</li><li>• Administers medication to students per the District Policy and applicable laws;</li><li>• Provides medical assistance to students who are injured at school or are ill;</li><li>• Monitors students with chronic health conditions;</li><li>• Interprets a students' health needs to school personnel;</li><li>• Inventories, orders, distributes and monitors school health supplies;</li><li>• Corresponds with parents on students health concerns including exclusion measures;</li><li>• Issues health alerts to parents when instructed;</li><li>• <b>Administers to the Districts Vision and Hearing Screenings and distributes to necessary parties as needed;</b></li><li>• Preserves the confidentiality of all students, parents/guardians and employees;</li><li>• Works in partnership with other departments to complete tasks relevant to the</li></ul>

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operations essential to service our students, faculty and staff;

- Performs such other duties and assumes such other responsibilities as may be assigned by the Principal, Assistant Principal and/or School Nurse.

### **Essential Functions:**

- Ability to speak and write in a clear and concise manner;
- Ability to work independently and multi-task in an unsupervised environment;
- Ability to work as part of a team;
- Ability to disseminate and comprehend various reports/records/data/resources in regards to student health;
- Ability to organize and maintain an acceptable filing system;
- Ability to meet daily attendance requirements

### **Evaluation:**

- Performance of this position will be evaluated by the Principal/Assistant Principal in accordance with the Board's Policy on "Evaluation of Educational Support Personnel" and the "Service Employees International Union" (SEIU) Contract.

**\*\* Training will be provided. Must pass the vision and hearing testing and obtain Illinois Certification through the Illinois Department of Public Health in the area of Vision and Hearing. Failure to pass will adversely affect your employment status.**