



CARY SCHOOL DISTRICT 26  
JOB DESCRIPTION  
**HEALTH OFFICE CLERK**

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**Reports To:** Building Principal and Assistant Superintendent of Special Services

**Supervises:** N/A

**Position Summary:** This individual works under the direction and supervision of the building principal to assist in carrying out health office needs including staffing needs, attendance of students, and assisting school nurse in health office functions.

**Qualifications:**

- High School Diploma

**Responsibilities Include:**

- Input student health data, cover for school nurse for lunch, and attend to basic student health needs in health office when necessary.
- Assist in daily student attendance for the home building including recording absences, communicating with parents, and entering attendance when appropriate.
- Serve as first line of contact for students who are in need of assistance.
- Perform other duties or tasks as assigned and requested by the home building office administrative assistant and principal, including but not limited to: taking phone calls, monitoring visitors requesting building entrance, filing, copying, distributing building mail, and building/district mail distribution.

**Skills:**

- Ability to work with a diverse population of staff, students, and parents within the district.
- Ability to maintain all information in a confidential manner

**TERMS OF EMPLOYMENT:**

This is a 10 Month position Salary and benefits as established by the Board of Education.

5/29/2026