

## JOB DESCRIPTION

Job Title: **Clerk, Health**  
 Job Family: **Clerical/Administrative Support**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **November 2019**

FLSA Status: **Non-Exempt**  
 Pay Range: **5**  
 Work Year: **180 days**

**SUMMARY:** Administer first aid as necessary, maintain and update health records, clerical duties, data entry, provide daily care and document student injuries, illnesses and administer medications. Communicate with students, parents, staff and District RN concerning various health issues. Job tasks are under the direction of the District RN.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Administer first aid as needed. Duties include monitoring student population for communicable diseases and contagious illnesses, supporting students with health plans, collecting data, and performing technical procedures as necessary (e.g., blood glucose testing, subcutaneous injectable epinephrine, diapering and/or catheterization.)	D	63%
2. Maintain all student immunization files and ensure all students are state compliant. Prepare needed immunization plans and track students who are in the process of updating records for compliancy.	D	10%
3. Perform clerical and secretarial duties as necessary, including answering phones, typing, copying, and preparing/mailling outgoing health correspondence. Perform other duties as assigned.	D	10%
4. Maintain student health files, including all health records, documents, reports and share with pertinent staff.	D	5%
5. Document the care and treatments provided to each student in his/her individual health file and in daily log record book. Enter all health information into the student information system.	D	5%
6. Coordinate and perform yearly screenings.	A	5%
7. Prepare and submit all district and state required reports.	M	1%
8. Maintain a clean and orderly health office, including inventorying and ordering supplies.	W	1%
<b>TOTAL =</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, completion of G.E.D., or equivalent
- No experience required. Experience with student information system preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- CPR and First Aid certifications required within 1 month after hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Bilingual oral and written communication skills preferred.
- Ability to maintain confidentiality in all aspects of the job.

- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

#### **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Google Apps.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E- mail, etc.

#### **REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE
<b>Reports to:</b>	Building Principal

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		

Communicate				X
Copy				X
Coordinate			X	
Instruct			X	
Compute				X
Synthesize				X
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	