



Tolleson Union High School District #214
Student Support Clerk

Purpose

The job of Student Support Clerk is done for the purpose/s of providing student support to the nurse and bookstore manager at the school site, communicating information to students, parents, and staff, maintaining confidential student information, files, and/or data.

Qualifications

Required:

1. High school diploma or General Educational Development diploma (GED).
2. Must hold and maintain a valid certificate or license from the state of Arizona as a Certified Nursing Assistant (CNA), or Licensed Nursing Assistant (LNA), or Certified Medical Assistant (CMA), or Certified Patient Care Technician (CPCT), or Emergency Medical Technician (EMT).
3. One (1) year job related experience in a medical setting.
4. Valid AZ Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
5. Must hold and maintain a valid Cardiopulmonary Resuscitation (CPR) with Automated External Defibrillator (AED) card and First Aid card (will not accept on-line courses).
6. Ability to evaluate a medical emergency, triage the appropriate level of care, and perform in medical emergency situations.
7. Ability to maintain appropriate interpersonal relations with students, parents, and other staff of the district.
8. Ability to take and follow directions.
9. Must possess computer skills including Word, Excel, and Power Point.

Preferred

1. Bilingual in English and Spanish.

Essential Functions

1. Assists the nurse on a daily basis with handling student health records and employee emergency medical forms (e.g. prescription dispensing log, accident report).
2. Maintain a high level of confidentiality for the purpose of ensuring privacy.
3. Process documents and materials for the purpose of disseminating information to appropriate parties and ensuring accuracy of data.
4. Administers medications under the direction of a health care professional and emergency first aid when a nurse is not present (e.g. insect bites, nausea, shortness of breath, seizures, dizziness, headaches, sprains, chest pain, etc.) for the purpose of meeting the

- health care needs of students.
5. Maintains inventory of medical and office supplies for the purpose of ensuring items' availability as needed.
 6. Maintains student health records and employee emergency medical forms (e.g. prescription dispensing log, accident reports, claim forms, etc.) for the purpose of providing information required by state and federal requirements.
 7. Performs record keeping and clerical functions (e.g. data entry of medical alert status, shot records, filing nurse's notes, withdrawing students, answering calls, copying faxing, etc.) for the purpose of supporting health services activities.
 8. Processes student insurance reports (e.g. injuries incurred during a school sponsored event/school ground, accident reports, medical bills, etc.) for the purpose of ensuring completeness of records and complying with contract provisions.
 9. Assists the bookstore specialist on a daily basis for the purpose of ensuring all bookstore operations have adequate support.
 10. Assists in preparing a variety of reports and documents (e.g. daily deposits, collection letters to parents) for the purpose of conveying information and/or providing an audit trail.
 11. Assists in maintaining inventory of textbooks, related instructional materials and supplies for the purpose of ensuring the availability of merchandise.
 12. Distributes textbooks to classes and/or students for the purpose of providing students with required instructional materials.
 13. Assists with processing textbook orders (e.g. reviews requisitions, course listing, order specifications, etc.) for the purpose of providing required textbooks and supplemental instructional materials for scheduled courses.
 14. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications such as Microsoft Word and Excel computer applications; preparing and maintaining accurate records. Administering first aid/CPR and injections; performing vision, hearing, blood pressure screening tests; handling body fluids and waste materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: common office machines and software and office methods and practices and emergency first aid/CPR procedures; and health standards and reporting procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also

required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: data input.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 30% sitting, 20% walking, and 50% standing. The job is performed under conditions with moderate exposure to risk of injury and/or illness. The noise level in the work environment is usually moderate to low.

Reports to:	Campus Principal
Terms of Employment:	Nine months, full-time
Evaluation:	This position will be evaluated annually as outlined in Governing Board Policy.
FLSA Status:	Non-Exempt
Salary Range:	Support Staff Salary Schedule, Grade 15
Board Approval:	May 13, 2025 (Board Approved)