

United Independent School District

Department of Human Resources

SECRETARY TO DIRECTOR

Health Services Department

Primary Purpose:

Assure the smooth and efficient operation of the School Health Program office so that the maximum positive impact on the education of children can be realized.

Educational Qualifications:

- High School Diploma or GED
- Valid Driver's License
- Certification in CPR, vision, hearing screening preferred
- Basic First Aid Certification preferred
- Proficient skills in keyboarding, word processing and file/records maintenance
- Ability to project a friendly and harmonious attitude
- Effective organizational and communication skills
- Knowledge of medical terminology
- Proficient use of calculator
- Basic math skills
- Experience as a medical secretary preferred

Major Responsibilities and Duties:

1. Maintain district wide up-to-date records and reports.
2. Maintain Student Health Records file of inactive students for a 2 year period.
3. Maintain inventory and order medical equipment and supplies for all district schools.
4. Serve as consultant in identification, evaluation and procurement of medical supplies utilized by School Health Program staff.
5. Review and compile data for District state reports, i.e. vision, hearing, spinal and immunization.
6. Maintain district wide monthly and end-of-year statistical data.
7. Assist in scheduling annual health programs, i.e. Employee Wellness, TB skin Testing, Student Screening.
8. Maintain data on Women's City Club eye and shoe fund.
9. Maintain School Health Program manuals, i.e. budget, forms, practice guidelines.
10. Develop forms, fliers and certificates utilized by School Health Program staff.
11. Exercise good telephone etiquette in communicating with staff, parents, physicians and community agencies.
12. Maintain certification, licensure and staff development data of all School Health Program staff.
13. Serve as liaison between School Health Program Director, staff, parents, physicians and community agencies.
14. Facilitate the distribution of requested student health records.
15. Complete all travel requests submitted by School Health Program staff.
16. Set up monthly meeting sites and refreshments.
17. Render basic first aid as need arises to administrative complex personnel.
18. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
19. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
20. Assist in maintaining a safe and healthy work environment.

Distance Learning and Virtual Instruction Duties and Responsibilities

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

21. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
22. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected

to comply with lawful directives.

Secretary to Director – Health Services (continued)

Working Conditions:

Ability to communicate effectively both verbally and written; interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress. May be required to carry or move equipment; may perform duties outdoors; biological exposure to bacteria and communicable disease, repetitive hand motions; prolonged use of computer.

Distance Learning Working Conditions:

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours.

Terms of Employment:

Wage / Hour Status: Non Exempt

Minimum Salary: \$26,415

Pay Grade: 4

Minimum Work Days: 226

Months / Hours per Day: 12 / 8

Date Last Revised: 07/25

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skill that may be required.