



**CLASSIFIED**  
**Job Class Description**  
 4270.11

**Alpine Union School District**  
 Equal Employment Opportunity

**HEALTH CLERK**

<b>DIVISION:</b> School Site	<b>SALARY SCHEDULE:</b> Classified <b>LEVEL:</b> Range 15
<b>REPORTS TO:</b> District Nurse or School Site Principal	<b><u>DATES CURRENT JOB DESCRIPTION APPROVED:</u></b> Board of Trustees effective: ..... 10/17/2018

**PURPOSE:**

Under the general direction of the District Nurse and direct supervision of the Principals, the classification of Health Clerk provides health services to students and documents students' health information. The Health Clerk provides for the improvement and protection of the health of students and school personnel in accordance with state law and District policies and procedures. Incumbents in this classification provide students, staff and the public with health services which directly support student learning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Administers first aid and serves as the on-site school health provider for students, including those who are medically fragile and may require specialized health protocols (i.e., EpiPen, Diastat, seizures etc.), and documents all treatments; may perform toileting occasionally.
- Dispenses medication daily which has been prescribed for students by their private physician.
- Coordinates health service for students with medical needs for field trips.
- Assists in vision, hearing and physical screening as mandated by State law.
- Maintains health records and screening results completed for all grades.
- Evaluates injuries for immediate referral to emergency health care systems.
- Administers first aid to students in the absence of District Nurse.
- Assists the District Nurse in any immunization programs conducted at school by the public health agency.
- Performs record keeping and clerical functions (e.g., filing, copying, faxing, etc.).

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 Updated: 10/2018  
 Previous job class approval/revision dates: 03/24/1983

- Answers inquiries regarding routine departmental procedures and routes telephone calls.
- Maintains the Health Office, equipment and first aid supplies.
- Assists in preparing and filing health information for student cumulative folders as assigned by the Principal or District Nurse.
- Contacts parents regarding student records, accidents or illness.
- Provides clerical support in the School Office.
- Communicates through District email service and other electronic communications.
- Performs other duties related to the class as assigned.

### **QUALIFICATIONS /REQUIREMENTS:**

(At time of application.)

#### **KNOWLEDGE OF:**

- First Aid, CPR and AED machines
- Administering health services to students
- Blood Borne Pathogens and Universal Precautions
- Business telephone etiquette.
- Safety practices and procedures.
- English usage, punctuation, spelling and grammar.
- General concepts of child growth and development and child behavior characteristics.
- Routine record keeping.
- Basic first aid principles.
- Communicable diseases and other health related issues.
- Head injury protocol.
- Proper lifting procedures.
- Signs and symptoms of child abuse and neglect

#### **ABILITY TO:**

- Perform a variety of basic clerical work with accuracy and speed.
- Operate standard office equipment.
- Make mathematical calculations as required.
- Post information, check records, file and alphabetize rapidly and accurately.
- Receive and give information over the telephone or in person in a courteous manner.
- Understand and carry out oral and written directions.
- Work with a diversity of individuals and/or groups.
- Adapt to changing priorities.
- Maintain confidentiality.
- Work with frequent interruptions.
- Respond to emergency situations in a calm manner.
- Establish and maintain effective working relationships with students, staff and the community.
- Communicate effectively, professionally and respectfully with a diversity of individuals and/or groups.
- Follow Department and District policies and procedures
- Type at a net corrected speed of 40 words per minute.

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- Work independently in performing tasks assigned.
- Work cooperatively with children and others contacted in the course of the work.

#### **EDUCATION/EXPERIENCE AND OTHER QUALIFICATIONS:**

##### **Training and Experience:**

High School diploma or equivalent.

One year of experience working with children in an educational or medical setting is highly desirable.

Annual Training  
Bloodborne Pathogens training.

##### **Licenses:**

Current typing certificate at a net corrected speed of 40 wpm required.

Must hold a valid First Aid Certificate.  
Must hold a valid CPR Certificate.

#### **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

(Must be performed with or without reasonable accommodation.)

Good physical condition as determined by pre-employment inquiries and medical examination.  
Some lifting, carrying, pushing, and/or pulling  
Significant fine finger dexterity.