

# CENTRAL SCHOOL DISTRICT

**Job Title:** Health Clerk

**Occupational Group:** Clerical

**Reports to:** Principal/Designee

**Pay Range:** 18

**Date of Board Approval:** 7/18/2021

**Work Year:** 10 months

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## **DEFINITION**

Under general supervision and technical direction from a District Nurse, performs a variety of functions pertaining to student health; assist in the care of ill or injured students; administer routine first aid and emergency treatment; perform routine clerical and supportive tasks; and perform other related duties as assigned.

## **QUALIFICATIONS**

### **Education/Certification:**

- High school diploma or equivalent
- Must obtain within six (6) months of employment first aid certification including CPR training and keep both current
- Department of Justice clearance.
- Current TB test with screening every 4 years to remain up to date.

### **Experience:**

- One year of responsible experience performing a variety of general office and clerical work, preferably in a health facility, or equivalent.

### **Knowledge and Abilities:**

#### **Knowledge of:**

Principles, methods and practices of first aid and routine emergency treatment; standard policies and procedures pertaining to student health services; emergency service agencies within the proximity of the assigned school site; computer-based record management; proper English usage, punctuation, spelling and grammar; basic mathematical concepts; modern office practices, procedures and equipment; basic technology skills and usage.

#### **Ability to:**

Perform routine first aid and emergency treatment for ill and injured students; demonstrate an empathetic, patient and receptive attitude with students; understand and carry out oral and written directions; evaluate student illness or emergency situations and determine an appropriate course of action; establish and maintain a variety of files and records; ability to type accurately and proficiently; assume responsibility for properly supervising students; establish and maintain cooperative working relationships with those contacted in the course of the workday including staff, students and parents; provide positive customer service; and ability to problem solve, be flexible and adjust assignments on short notice.

**ESSENTIAL & REPRESENTATIVE DUTIES** – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Under the guidance of the District Nurse, assist with the preparation and administration of a variety of assessments pertaining to the health of students. E
2. Administer routine and emergency first aid treatment to injured and ill students. E
3. Observe students for signs of shock and other emergency situations and determine the need for emergency, administrative, or health services assistance. E

**ESSENTIAL & REPRESENTATIVE DUTIES (continued)**

4. Dispense routine or emergency medication prescribed for students following written medical authority. E
5. Enter medical history and daily health office data into District student database. E
6. Take and record temperatures of ill students. E
7. Provide a clean, orderly, quiet, and comfortable atmosphere for ill and injured students. E
8. Contact parents or legal guardian regarding ill or injured students. E
9. Transport ill or injured students in emergency situations within school site. E
10. Maintain a variety of records, and files, which may include confidential and sensitive information. E
11. Work cooperatively with school site and district staff. E
12. Support office clerical staff as needed.
13. Assist in accommodating students' health and hygiene needs and act as liaison to community health services.
14. Screen student records for proper immunizations; alert parents of needed immunizations and maintain communication until required records are provided; assure immunization records comply with State laws.
15. Participates in beginning and end of year office processes. E
16. Promptly complete and remain compliant with mandated trainings. E
17. Inventory and maintain health equipment. Order first aid supplies.
18. Report, respond and assist with emergency and safety issues and concerns
19. Supervise and monitor students both inside and outside of health office.

**WORKING CONDITIONS**

Health office environment, both indoor and outdoor; possible exposure to communicable diseases, blood borne pathogens and anti-social/hostile behavior.

**PHYSICAL ABILITIES**

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs; and physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

**PROFESSIONAL EXPECTATIONS:**

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.