

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Health Clerk**

**BASIC FUNCTION:**

Under general supervision of Director, Assessment and Accountability and direction of District Nurse and site administrator(s), to assist in performing a variety of functions pertaining to student health appraisal; to assist in the care of ill or injured students; to administer routine first aid and emergency treatment; implement health and safety systems within the school and to do other related work as required.

**ESSENTIAL DUTIES:**

- Assists with the preparation of a variety of examinations pertaining to the health appraisal of students, including physical, vision, and hearing examinations.
- Records health appraisal history and the results of health appraisal examinations.
- Assists in preparing and distributing reports concerning the findings of health appraisals and in health appraisal follow-up activities.
- Renders first-aid treatment to injured and ill students; performs CPR in emergency situations, - and takes AED to site of emergency, as needed.
- Sterilizes, disinfects, and bandages minor cuts, abrasions and burns;
- Observes pupils for signs of shock and other emergency situations, and takes appropriate remedial action following a predetermined procedure;
- Takes and records temperatures of ill students and reports the results to health service or administrative personnel as appropriate;
- Supports the implementation of individual student health care plans, including concussion protocols, and distributes to staff as needed.
- Provides a quiet, comfortable, and calming atmosphere for students;
- Performs routine evaluations of student illness and injury situations and determines the need for emergency, supervisory, or administrative assistance;
- Under the training and supervision of credentialed health personnel, organizes and administers prescribed medications according to physician instructions and established District procedures as directed; monitors student side effects and notifies parents, appropriate personnel and agencies as required.
- Contacts parents or other responsible persons regarding ill or injured students, and/or medication needs and supplies on hand.
- Records parent and physician medical excuses and informs necessary personnel of limitations;
- May assist in cleaning and disinfecting of the student health area;
- Maintains updated immunization records of testing; monitors immunization compliance; maintains list of students with incomplete immunization records; sends follow-up notices to parents.
- Entering health/immunization records;
- Monitoring blood sugar and any other procedures necessary for individual student needs;
- Creates and disseminates health concern lists to staff as directed by the District Nurse;
- Implements student accident report procedures;
- Inspect and maintain records for AEDs on campus;
- Organize student medications and first aid kits for field trips under the supervision of the District Nurse.

**OTHER REPRESENTATIVE DUTIES:**

- Attends training and/or Professional Learning Community (PLC) meetings as required to develop and maintain skills;

- Communicates with school and district personnel, faculty, parents, students and various outside agencies to exchange information and resolve issues or concerns;
- Orders health supplies and maintains stock.

**QUALIFICATIONS:**

**Knowledge of:**

- Principles, methods, and practices of first aid and routine emergency treatment, CPR, and AEDs;
- Standard policies and procedures pertaining to student health services and school;
- Equipment, supplies, and terminology commonly associated with a student health facility;
- Emergency service agencies within the close proximity of the assigned school site;
- Record management, storage, and retrieval systems and procedures;
- Disaster coordination and supplies;
- Proper precautions for exposure to bloodborne pathogens and bodily fluids.

**Ability to:**

- Perform routine first aid and emergency treatment for ill and injured students consistent with District processes and procedures;
- Evaluate student illness or emergency situations and determine an appropriate course of action;
- Establish and maintain a variety of files and records;
- Communicate effectively in oral and written form;
- Input student health data in a timely, accurate and efficient manner;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships;
- Provide kind and caring service;
- Effectively collaborate with District Nurse on behalf of students;
- Understand medical requirements;
- Shift focus quickly from one task to another.
- Respond to emergency situations and lead staff in first aid response when district nurse is not present.

**MINIMUM QUALIFICATIONS:**

**Experience:**

Two years of experience performing health-related services, including but not limited to first aid, CPR, AED, and general data entry and record keeping, preferably in a student health facility.

**Education:**

Equivalent to completion of the twelfth grade, including or supplemented by coursework in typing, record management, and general office practices.

**Certificate Requirements:**

Possession of a valid and current First Aid Certificate issued by the American Red Cross, which includes CPR and AED training.

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities

- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

## **WORKING CONDITIONS:**

### **Environment:**

- Indoor school health office environment.
- Constant interruptions.
- Subject to airborne particles.

### **Physical Requirements:**

- Ability to frequently sit; stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Ability to frequently lift and/or move up to 15 pounds, occasionally lift and move up to 25 pounds, and occasionally lift and move up to 50 pounds with assistance.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading documents, spreadsheets, diagrams, labels, and other printed matter.
- Ability to communicate, hear, and understand speech at typical levels in person and on the telephone.
- Ability to climb stairs.

### **Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, medical and computer equipment.

### **Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.

### **Hazards:**

- Exposure to bloodborne pathogens and bodily fluids.