

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **HEALTH CLERK**
Department: District
Reports to: District Nurse/Assistant Superintendent of Educational Services

SUMMARY:

The Health Clerk works within the framework of school law, district policy, and medical ethics. Assists the school nurse in general clerical work and other health service activities as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Performs general clerical tasks as directed
- * Keeps knowledgeable of the district nurse's daily schedule and activities and schedules appointments as required.
- * Assists the district nurse with training classes as directed.
- * Maintains the district nurse's files and supplies.
- * Distributes and stocks medical supplies for the school sites as required.
- * Organizes appropriate records and reports for the district nurse's notes on school health records.
- * Responds to major medical emergencies and accidents at the school sites as directed.
- * Accompanies students to medical facilities if a need is determined.
- * Under the direction of the district nurse, responds and assists with major medical emergencies at the school sites and with the subsequent contact of the student's family.
- * Performs head lice checks and follow-up as required.
- * Distributes medications as directed by the district nurse.
- * Records and updates pertinent health data at school sites, including but not limited to student medical cards, screening results and district nurse's notes on school health records.
- * Ensures that 5th and 8th grade student medical records are transferred to new school.
- * Reviews incoming kindergarten immunization records and assists in resolving any noted deficiencies.
- * Updates student immunization records at school sites.
- * Sends written correspondence as written and approved by the district nurse.
- * Assists with mandated services such as CHDP, vision and hearing screening, and other programs as required.
- * Checks and maintains first aid kits and supplies under the direction of district nurse.
- * Catalogs and updates health materials under the direction of district nurse.

QUALIFICATIONS:

CPR and First Aid Certification. The ability to follow directions accurately, typing, knowledge of business English, vocabulary, punctuation and grammar, filing methods, office machines, ability to meet the public and maintain effective working relationship with children and adults.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED), CPR and First Aid Certification. Responsible secretarial experience, preferably in a school environment is desirable, but not required.

OTHER SKILLS and ABILITIES:

Ability to follow directions accurately, typing, knowledge of business English, vocabulary, punctuation and grammar, filing methods, office machines, ability to meet the public and maintain effective working relationship with children and adults. Willingness to attend in-service education sessions for job improvement, i.e. Red Cross, First Aid class, CPR.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine and complex reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee occasionally lifts and/or pushes up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be arranged.