

Oak Grove School District

JOB TITLE: **HEALTH CLERK - BILITERATE**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To prepare, maintain, and update student health records and files; to maintain a school health office and administer first aid; and to assist with clerical support functions as needed; and to provide specialized biliterate support functions between a specified non-English speaking segment of the community and the school by interpreting and translating English/Spanish or English/and other language as designated by the District. Employees in this classification receive indirect supervision from district nurses and general supervision from a school administrator within a framework of well-defined policies and procedures. This job classification exercises responsibility for the accurate maintenance of student health records and for the timely evaluation, care, and referral of student illnesses and injuries.

TYPICAL DUTIES

- Organizes, prepares, maintains, and updates information for student health records and files.
- Receives and screens ill or injured students or staff; determines the nature of the illness or injury and provides treatment and/or refers treatment to doctor, parents, or others as required by established District policies and procedures.
- Administers first aid in accordance with established District policies and procedures
- Contacts parents, and/or doctors regarding accidents or illnesses and follows District's procedures
- Prepares accident reports and maintains records
- Serves as liaison between a specified non-English speaking segment of the community and the school/health office by interpreting and translating English/Spanish or English/and other designated language.
- Translates and transcribes Spanish/English or English/and other designated language to provide effective written communications between school, office, students, parents, and the community.
- Interprets and translates Spanish/English or English/and other designated language to provide effective oral communications between school, office, students, parents, and the community.
- Assists Director of Student Services or his/her designee in school health programs such as hearing, vision, immunization and others, as requested
- Attends in-service training sessions arranged by the District Office
- Administers medication in accordance with District's procedure.
- Reviews student immunization records and follows District's procedure to assure compliance.
- Maintains current lists and files of students with medical and physical problems and advises teachers and staff of special treatment requirements.
- Inventories and orders health office forms and supplies.
- Reports suspected child abuse to school administrator.

TYPICAL DUTIES (Continue)

- Performs standard clerical functions such as typing, filing, record keeping, and similar duties in support of school office operations.
- Assists with attendance; calls parents regarding attendance, assists with preparing and filing records and reports
- Prepares evacuation first aid kits for the evacuation program.
- Supervises student assistants, if applicable.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

- Knowledge of standard office procedures and practices
- Knowledge of proper English usage, spelling, and grammar
- Skill to learn and apply District policies and procedures related to student health care/record keeping
- Possess current CPR & First-Aid Certification
- Skill to understand and carry out responsible instructions in an independent manner
- Skill to communicate effectively in both oral and written form
- Skill to establish and maintain health records and files
- Skill to prepare accurate and concise reports and correspondence
- Skill to operate standard office equipment and machines
- Skill to type accurately at a rate of 35 words per minute
- Skill to apply general policies and procedures to specific situations
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties
- Biliterate proficiency in English and a second language as specified by the District.
- Knowledge of the culture of a specified ethnic group.
- Skill to read, write, and speak fluently in English and a second language as specified by the District.
- Skill to understand, interpret, and translate both oral and written information in English and a second language as specified by the District.