

**August 2018**  
**Revised Job Description**  
**Personnel Commission Approval Date 8/14/18**  
**Board Approval Date 8/20/18**

### Health Clerk

#### Definition

Under the direction of the site administrator and District Nurse, the health clerk will assist with the maintenance of health records, referrals and reports; administer routine first-aid and emergency treatment; assist with screening ill or injured students in accordance with State laws and District guidelines; assist with health testing programs and other health-related services; and do related work as required.

#### Essential Duties and Responsibilities

- Performs routine first-aid procedures and screens ill or injured children according to established procedures;
- Refers suspected child abuse or serious illnesses and injuries to the appropriate authorities;
- Screens student records for proper immunizations and collaborates with parents until records of immunizations are provided.
- Collects data and prepares required immunization audit forms;
- Maintains an accurate list of students exempted from mandated immunizations;
- Assists with the preparation for health testing programs performed by the school nurse;
- Prepares, distributes, and maintains First Aid and Disaster First Aid Kits for school classrooms;
- Maintains an accurate list of enrolled students with physical and/or medical conditions;
- Performs a variety of routine clerical duties such as documenting in Aeries, completing reports, correspondence, forms, notices and referrals;
- Contacts parents regarding health care and attendance;
- Administers scheduled or emergency medication according to physician's order and/or the Individualized Health Care Plan when required;
- Assists as necessary in accommodating students' health and hygiene/toileting needs.

#### Required Qualifications

- Valid First-Aid and CPR certifications issued by an authorized agency;
- Maintain current certifications.

#### Preferred Qualifications

- Bilingual;
- Previous medical field experience;
- Experience with community youth activities.

### Knowledge of

- Health and safety regulations;
- Record-keeping techniques;
- Modern office methods, procedures, and equipment.

### Ability to

- Administer First Aid and CPR in emergency situations;
- Work effectively with students and use sensible judgment in identifying and providing health care needs;
- Understand and follow oral and written instructions;
- Work cooperatively with others;
- Keep accurate records;
- Organize and maintain files;
- Type accurately and operate standard office equipment;
- Sit or stand for extended periods of time;
- Hear and speak to exchange information;
- Walk;
- Bend at the waist and turn/twist to examine students;
- Use hands and fingers with dexterity to operate standard office and specialized health services equipment,

This position will be paid on the classified salary schedule, Range 134.