GATEWAY UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION: HIGH SCHOOL HEALTH CLERK
RANGE 7

DEFINITION OF POSITION
Under the supervision of the site administrator performs a variety of clerical duties involved in the maintenance of health records, referrals and reports at a school site; administers routine first aid and assists in screening ill or injured students in accordance with State laws and District regulations and assists with health testing programs and other health-related services as required.

ESSENTIAL FUNCTIONS
•Maintains student health, immunization and emergency medical records; ensures that required records are on file for every student.
•Records accident and injury information from students and staff; records all health data in a timely manner. Administers medications prescribed for students in accordance with Education Code requirements.
•Processes athletic clearance forms; verifies information provided by physicians; ensures all forms relating to insurance and emergency information are completed and assigned for all students.
•Screens students referred to the Health Office; administers first aid; observes sick students; determine if additional or emergency care is required; communicates need for emergency or additional care to Principal or District Nurse; offers assurance to students until care is available.
•Notifies parents or parents' designees of students' injuries and/or communicates with parents to give or receive student health information.
•Performs techniques necessary to provide specialized physical health care services for individuals with exceptional needs.
•Orders and maintains Health Office supplies and equipment; maintains Health Office in a clean and orderly condition.
•Prepares and distributes required reports; maintains daily logs for reimbursement, performs other clerical duties as necessary.
•Coordinates schedules and assists with school clinics, vision and hearing testing approved programs by outside agencies.
•Requests homework assignments for students; assists home study teacher in coordinating assignments for students on extended absences.
•Assists school office personnel with clerical duties as assigned.
•Performs related duties, responsibilities and training as required.

REQUIREMENTS
•Pass the General Clerical Exam administered by the district at the 50th percentile or above.
•Type 45 net words per minute on a 5-minute timed writing. (Outside certificate is acceptable)
•Possession of a valid CPR and First Aid Certificate.

<u>Knowledge of:</u>
•First aid principles and techniques, including CPR;
•Modern office practices, procedures and equipment including telephone techniques and etiquette;
•Principles and procedures of record keeping;
•English usage, spelling, grammar and punctuation.

QUALIFICATIONS (cont.)

Ability to:

•Learn and apply applicable sections of the State Education Code and pertinent health and safety regulations, i.e. child abuse reporting procedures;
•Learn to perform techniques necessary to provide specialized physical health care services including procedures for catheterizations, ileostomies, colostomies, gastrostomies, asthma, diabetics, etc;
•Administer first aid to ill or injured students;
•Establish and maintain files, records, reports and referrals;
•Establish and maintain cooperative working relationships with those contacted in course of work;
•Understand and carry out oral and written instructions;
•Maintain records and prepare reports;
•Perform clerical duties utilizing modern office equipment;
•Type at a speed necessary for successful job performance;
•Communicate clearly and concisely, both orally and in writing;
•Adhere to strict rules of confidentiality regarding health records and other student information.

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.

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes close vision, distance vision, and peripheral vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

•One year of general clerical experience, preferably in an education organization.

Education:

•High school diploma or equivalent.

License or Certificates:

•Possession of a valid CPR and First Aid Certificate.
•Possession of a valid California Driver's License.