



CLERICAL

PARAPROFESSIONAL - HEALTH CLERK

JOB DESCRIPTION

JOB TITLE: Paraprofessional - Health Clerk
REPORTS TO: Campus Principal
LOCATION: Campus Assigned

FLSA STATUS: Non-Exempt
PAY GRADE: CLS-05
DAYS: 192
JOB ID & DATE: CLS-23, April 2024

JOB PURPOSE SUMMARY

Responsible for delivering high-quality healthcare services within the school health office. This role involves assessing and treating students' health needs, maintaining accurate medical records, and promoting a safe and healthy school environment.

REQUIREMENTS

Education Level Details

High school diploma or equivalent required.
Completion of a medical assistant program or relevant healthcare certification is preferred.

License or Certification

CPR and First Aid certification required.

Work Experience Required

Prior experience in a healthcare setting, such as a clinic, hospital, or medical office, is preferred.
Experience working with children or in an educational environment is an advantage.
Office experience preferred.

Other Skills and Abilities Required.

Strong interpersonal and communication skills.
Compassion and empathy when working with students.
Ability to maintain confidentiality and professionalism.
Ability to maintain files and accurately document practices.
Basic computer skills for record-keeping and data entry.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Under direction of the registered nurse, conduct health assessments, screenings, and evaluations for students.
- Administer prescribed medications and treatments, adhering to established protocols.

- Maintain a clean and well-organized health office, ensuring compliance with health and safety standards.
- Educate students on health-related topics and promote healthy lifestyle choices.
- With support from the district Registered Nurse, collaborate with teachers, parents, and healthcare providers to develop and implement individualized healthcare plans.
- Respond to medical emergencies within the school and provide immediate care.
- Keep comprehensive and confidential medical records for all students.
- Assess and triage students following district adopted training guidelines and health manual, who visit the health office, providing appropriate care or referrals.
- Develop and implement health promotion and prevention programs for the school community.
- Manage and maintain immunization records and ensure compliance with state regulations.
- Provide support and guidance to students with chronic medical conditions to optimize their school experience.
- Participate in the development of emergency response plans and conduct regular drills.
- Collaborate with the school administration and district Registered Nurse to ensure compliance with healthcare regulations and policies.

Other

- Perform other duties as assigned.
- Participate in training and professional development activities as required by the school district.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds. The role may involve providing specialized care, including potential diaper changing.

Work Environment: While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The employee may be required to work from a remote location in the event of a district shut-down or other event. Employees may be required to work evenings and weekends and attend events where community members are in attendance.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____