Enterprise Elementary School District
Job Description

Job Title:	Health Clerk (Classified Position)
Department:	School Site
Reports To:	Site Administrator
Range:	D
Prepared By:	Job Description Review Committee
Prepared Date:	November 16, 2023
Approved By:	Board of Education
Approved Date:	August 7, 2024

SUMMARY: Under the general supervision of the site administrator and/or credentialed school nurse,provides on-going and immediate health services and emergency first aid. Responsible for compiling, maintaining, documenting, and reporting health data. Maintains frequent communication with parents, staff, and students regarding health and safety topics. Performs other duties which reasonably relate to the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Build and maintain positive relationships with other public officials, school employees, parents and students using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast paced environment
- Effectively use conflict resolution skills
- Effectively communicate problems that arise to supervisor
- Maintain a high level of confidentiality
- Review-Health Form and update the student database system
- Compiles health alert list, and notify the supervising nurse of reported health concerns
- Make contact with parents/guardian, students and staff regarding suspected and known health problems
- Assist with the communication and implementation of specialized meal services
- Inform district nurse of any student who may need a referral
- Provide students with first aid treatment and/or emergency intervention as medical condition, injuries or illnesses may warrant, in accord with currently acceptable first aid and CPR practice and short of that which a licensed nurse or physician must administer
- Maintain and/or implement specialized health care plan under the direction of the district nurse, including, but not limited to, diabetic management, catheterization, tube feedings, toileting assistance, tracheostomy care, etc.
- Give medication prescribed specifically for a student by medical authority, following a closely controlled procedure
- Maintain daily logs of health office activity/treatment
- Prepare notices, lists, logs, announcements and forms under the direction of the supervisor
- Assist district nurse with student health screenings
- Assist with registration, oral health assessment tracking, immunization entry, tracking, and follow-up
- Provide information on available community resources
- Maintain various health records such as, but not limited to, immunization, vision, hearing and specialized health plans
- Assist with the preparation and planning to meet student health needs when participating in school sponsored after school or off campus activities
- Maintain first aid kits and orders supplies for health office

- Assist in completing mandated reports as directed
- Attend trainings and meetings related to assignment
- Make copies and distribute material as directed
- Assist with receptionist duties; answers inquiries from teachers, parents, school administrators, or other authorities
- Perform general clerical duties not limited to: the collection, recording and maintenance of health records. This includes typing, proofreading, preparing reports, filing and checking, and distribution of mail
- Perform other duties which reasonably relate to the position

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); one to two years clerical experience involving public contact preferred; knowledge and experience of computers and related programs.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of school district. Must be able to readily take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the staff in the specific duties as outlined above.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid California Driver's License and CPR and First Aid Certificate.

MATHEMATICAL SKILLS: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Define problems, collect data, establish facts, and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Communicate effectively, both orally and in writing, using clear, Standard English.

OTHER SKILLS AND ABILITIES: Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to utilize a computer for a wide variety of applications. Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

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 functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently sitting; required to stand; walk; use hands and fingers to touch, handle, or feel objects, or controls; reach with hands and arms above shoulders and horizontally; climb or balance, and bend at waist or stoop or kneel or crouch. The employee must frequently lift, move, push, and/or pull up to 20 pounds, occasionally lift, move, push, and/or pull up to 30 pounds; lift greater than 30 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee is subject to inside and occasionally outside environmental conditions; may be exposed to biohazards and sharp objects; may be required to use vehicle in the course of employment, and may be required to work at a video/computer terminal for prolonged periods. The noise level in the work environment is usually moderate.

[signature]	8/7/24
CSEA President	Date
[signature]	8-7-24
Superintendent	Date
[signature]	8/7/24
Board Approval (Clerk)	Date