

**Stanwood-Camano School District
Human Resources
Job Description**

TITLE: Secretary I – Nurse’s Assistant

GENERAL SUMMARY

Responsible for providing clerical support for all district nurses, including, but not limited to, data entry and correspondence.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or GED (General Education Degree); secretarial training or experience desirable.

Required Knowledge, Skills and Abilities

Knowledge of general office procedures.
Knowledge of filing, and record keeping.
Knowledge and application of safety procedures related to performance responsibilities.
Skills in public relations and confidentiality.
Skills in verbal and written communication.
Skills in computers and all office equipment.
Ability to remain calm in stressful situations.
Ability to be flexible, organized and manage time effectively.

DUTIES AND RESPONSIBILITIES

- Develop list of students out of compliance with state immunization requirements. Notify parents of deficiencies.
- Input immunization data in student records data base as received.
- Organize dates for annual Health Screenings at all district schools. Notify all personnel involved.
- Schedule individual classes for Health Screening and notify teachers of schedule.
- Input data gathered at Health Screening into student records data base, file individual student results and notify parents of students requiring follow-up screening.
- Audit all entry level and newly registered student’s Certificate of immunization Status for compliance with state regulations.
- On-going monitoring of immunization records.
- Develop immunization and scoliosis information for annual Department of Health report.
- Inventory all Health Rooms and develop annual supply order for each.
- Distribute and collect annual Health Survey. File any new information collected.
- Send reminders to parents of 5th grade students regarding need for 2nd MMR vaccination.

- Organize scoliosis screening for 9th grade students annually.
- Performs other duties as assigned.

SUPERVISOR:

5/7/01