

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

RECEPTIONIST/HEALTH ATTENDANT

**POSITION
DESCRIPTION:**

Directly responsible to the principal or manager of their school site or assigned department. Performs a variety of receptionist, record keeping, and public relations activities and tasks as related to student health in order to support a safe and orderly environment for students and staff. Performs other related work as directed.

**ESSENTIAL JOB
FUNCTIONS:**

1. Maintains health records, monitors health conditions, and keeps track of health exclusions of students
2. Adheres and conforms to all applicable health related rules, regulations, policies, procedures and laws
3. Updates, communicates and provides health information to appropriate staff
4. Tends to sick and/or injured students, provides first aid treatment.
5. Checks students and staff for lice
6. Administers to and maintains medication for students as authorized
7. Keeps logs of all treatment, dispensed medication and parent contact related to student health
8. Processes accident reports as required
9. Processes all other job related required reports
10. Greets and assists visitors, students, parents, staff and substitutes to school office
11. Answers phones
12. Takes and forwards messages
13. Processes visitor passes and student tardy slips
14. Assists with registration and maintenance of student cumulative records
15. Assists school secretary and/or school clerk in accomplishing office tasks
16. Follows procedures for maintaining health related supplies
17. Communicates with parents, district personnel and outside agencies to exchange information and/or resolve issues or concerns
18. Reports all safety, sanitary and fire hazards to their supervisor
19. Communicates and works cooperatively with sites and co-workers

- 20. Attends training and meetings as directed
- 21. Performs other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Possession of a valid California Driver's License
- Possession of current First Aid and CPR certification

Knowledge of:

- Routine office procedures, methods and equipment
- English usage, spelling, grammar, and punctuation
- Principles of basic record keeping
- Principles of basic mathematics

Ability to:

- Maintain confidentiality
- Work cooperatively and courteously with others
- Set a positive example
- Operate office equipment
- Perform routine clerical duties
- Multi-task
- Prioritize tasks and meet deadlines
- Travel between sites as required by specific assignment
- Understand and carry out oral and written directions
- Communicate effectively, both orally and in writing

EXPERIENCE:

Required:

- One year of varied receptionist experience or training

Desired:

- Prior employment in a public school

EDUCATION:

Required:

- High School Diploma or equivalent

**WORKING
CONDITIONS:**

Environment:

- Work closely with a large number of children
- Extensive public contact
- Busy and fast-paced school office setting

Physical Demands:

- Hearing and speaking to exchange information
- Sitting for extended periods of time
- Bending at the waist, kneeling or crouching
- Visually able to assess students

Hazards:

- Exposure to bio-hazards
- Exposure to sharp objects
- Exposure to communicable and contagious illnesses