

SAN YSIDRO SCHOOL DISTRICT

TITLE: Health Clerk
DEPARTMENT: As Assigned
FLSA: Non-Exempt
REVISED: July 2025

REPORTS TO: Site Principal
CLASSIFICATION: Classified (11 month)
SALARY: Classified Schedule Steps 9-13
Board Approved: August 2025

BASIC FUNCTION: Under the supervision of the site Principal, the Health Clerk will perform a variety of tasks in the maintenance and updating of health records and provide first aid assistance to students needing health services.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- The Health Clerk assists ill and injured pupils by checking temperatures, rendering first aid, dispensing doctor prescribed medication in proper doses, maintaining accurate related logs, provide specialized procedures as required, in accordance with a physician's written direction. Notify the nurse, administrator, parents, physicians or paramedics as necessary.
- Maintains first aid supplies for health office and first aid kits for classrooms.
- Responsible for the organization and cleanliness of the health office.
- Makes preliminary arrangements for health screenings and records results of screening test.
- Screens for pediculosis as necessary.
- Keeps daily first aid logs for all students seen in the health office.
- Helps maintain health records in cumulative record folders.
- Assists with collecting and reporting information on communicable diseases.
- Submits annual and monthly reports required by the school, district or by law.
- May assist clerical staff by answering phones, taking messages, and recording absences.
- Utilize a computer terminal to input and perform related duties as assigned.
- Assist with the preparation of a variety of examinations related to the health appraisal of students; schedule vision, hearing, scoliosis and various other screening tests and clinics for students as appropriate.
- Performs other related duties as assigned.

KNOWLEDGE OF:

- Correct grammar usage
- General knowledge of office machines, including computer.
- Microsoft Office Suite including Word and Excel
- Google Suite

ABILITIES:

- Ability to administer first aid
- Ability to function adequately in emergencies
- Ability to work harmoniously with children
- Ability to maintain confidentiality

- Ability to operate simple office machines including computer terminals
- Ability to speak and write grammatically correct English and Spanish
- Ability to work cooperatively with the public, administration, pupils and fellow employees.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- High School Diploma or equivalent
- Some clerical experience required.
- A certificate in cardiopulmonary resuscitation must be earned within sixty days after employment, either through the American Red Cross or the American Heart Association, and kept current according to the guidelines established by the training institution.
- A certified First Aid course must be completed within sixty days after employment. An updated certificate in first aid course must be obtained annually.

DESIRED QUALIFICATIONS:

- Bilingual and Biliterate (English / Spanish)
- Experience in a health care facility
- First aid experience

WORKING CONDITIONS:

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information. Seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects. The selected candidate must have the physical ability to be able to perform the duties of a vigorous work schedule and pass a physical examination certifying this ability.