

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

HEALTH CLERK/LVN

**POSITION
DESCRIPTION:**

Directly responsible to the principal or manager of their school site or assigned department. Performs a variety of duties to meet the medical and physical needs of all students. Performs clerical duties and provides customer service to assist with day-to-day operations of school office/department in order to support a safe and orderly environment for students and staff. Performs other related work as directed.

**ESSENTIAL JOB
FUNCTIONS:**

1. Administers first aid, medications (to include injections) as prescribed by the student's physician, and specialized treatment for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
2. Maintains health records, health care plans, medical emergency cards, monitors health conditions and keeps track of health exclusions, to include allergies of students.
3. Assists in providing mandated student screenings with follow up care and data collection.
4. Adheres and conforms to all applicable health related rules, regulations, policies, procedures and laws to include privacy and confidentiality.
5. Updates, communicates and provides health information to appropriate staff.
6. Keeps logs of all treatment, dispensed medication and parent contact related to student health.
7. Processes accident reports as required.
8. Processes all other job-related required reports.
9. Follows procedures for maintaining health related supplies.
10. Checks students and staff for lice.
11. Greets and assists visitors, students, parents, staff and substitutes to school office.
12. Assists with registration and maintenance of student cumulative records.
13. Assists school secretary and/or school clerk in accomplishing office tasks (e.g. answer phones, take messages, visitor passes, student tardy slips).

14. Communicates with parents, district personnel and outside agencies to exchange information and/or resolve issues or concerns.
15. Reports all safety, sanitary and fire hazards to their supervisor.
16. Communicates and works cooperatively with sites and co-workers.
17. Attends training and meetings as directed.
18. Performs other related duties as directed.

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Possession of a valid California Driver's License
- Possession of current First Aid Certification
- Possession of current CPR Certification
- Possession of California License Vocational Nurse Certification

Knowledge of:

- CPR and First Aid procedures
- Signs and symptoms of childhood illnesses
- Basic health principles and terminology
- Routine office procedures, methods and equipment
- English usage, spelling, grammar, and punctuation
- Principles of basic record keeping
- Principles of basic mathematics

Ability to:

- Provide first aid to ill or injured students and staff
- Read, interpret and follow both written and oral medical instructions, regulations, policies and procedures
- Analyze situation accurately and adopt an effective course of action
- Recognize abnormal health characteristics
- Work and maintain confidentiality with discretion
- 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
- Communicate effectively, both orally and in writing

- Lift, carry, push and pull objects up to 50 lbs as assigned by position

EXPERIENCE:

Required:

- Two years of work experience in acute care setting or equivalent

Desired:

- Prior employment in a public school

EDUCATION:

Required:

- High School Diploma or equivalent
- California License Vocational Nurse certification

**WORKING
CONDITIONS:**

Environment:

- Work closely with a large number of children
- Extensive public contact
- Busy and fast-paced school office setting
- Indoor and outdoor school campus environment with occasional outside weather conditions

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
- Lifting weight up to 70lbs on an occasional basis
- Moderate physical labor

Hazards:

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