



"Learning, Leading, Innovating"

HEALTH CLERK I

DEFINITION:

Under the direction of the School District Nurse or site Principal is responsible for implementing and carrying out the functions of the school health program: performs related work as assigned.

EXAMPLES OF DUTIES:

- Maintains health office files and supplies in school offices; E
- Sends written notices as directed; E
- Helps compile statistical reports; E
- Assists nurse and/or doctor with special state mandated screening procedures such as dental, physical examinations, etc., E
- Records result of screening on appropriate district forms; E
- Transports ill or injured students when parents have no transportation; E
- Verifies immunization status of all students; E
- Sends written notice to all parents on incomplete compliance with the law; E
- Administers first aid care to students and employees in the health office; E
- Checks and maintains related duties as assigned; E
- Makes home telephone calls and visitations as assigned; E
- Performs other related duties as assigned.

PERSONAL CHARACTERISTICS:

Should possess the personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.

QUALIFICATIONS:

Knowledge of:

- State health laws pertaining to school children;
- *First aid and CPR;*

Ability to:

- Understand and carry out oral and written instructions;
- Administer first aid;
- Accurately complete all required health reports;
- Type accurately from clear copy at a rate of 35 wpm;
- Perform routine clerical work;
- Obtain a valid California Driver's License;
- Maintain cooperative, effective relationships with those contacted in the course of work;

EXPERIENCE:

- One (1) year of successful clerical experience in a clerical or health field preferred.
- *Obtain a First Aid and CPR Certificate within three months of employment. Failure to obtain appropriate certificate will result in termination of employment.*

EDUCATION:

Equivalent to completion of the twelfth (12th) grade or training as a Nurse's Aide.

WORKING CONDITIONS:

Environment: Health office environment; subject to driving a vehicle to conduct work and exposure to communicable or infectious diseases and emergency medical situations, including blood borne pathogens.

Physical Abilities: Seeing to effectively treat or diagnose symptoms. Sitting or standing for extended periods of time, hearing and speaking to exchange information and make presentations, walking, and bending at the waist and turning/twisting to examine students, dexterity of hands and fingers to operate standard office equipment.

LENGTH OF SERVICE:

Ten (10) month position.

HOURS:

SALARY:

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.