

# *Magnolia School District*

## **HEALTH CLERK/BILINGUAL**

### **DEFINITION**

Under the direction and supervision of the Principal, and the technical direction of the District's credentialed school nurse, independently provides a variety of health services to students at an assigned school facility; maintains health records, referrals and reports; administers routine first-aid, and assists in screening ill or injured students in accordance with State laws and District regulations; assists with health testing programs and other health related services as required; may be assigned to perform special health care procedures; participates in staff meetings, in-services, training programs and parent conferences as assigned; performs other clerical responsibilities as needed.

### **EXAMPLES OF DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Administers first aid, checks for diseases and/or conditions, contacts and/or notifies parents when necessary;
- Takes height and weight of 4th, 5th and 6th grade students during physical education week;
- Schedules and prepares forms for hearing and vision screening, assists nurse in planning and conducting these tests, notifies parents as necessary;
- Prepares for the Growth and Development Film for the 5th and 6th grade girls and boys;
- Coordinates community resources when necessary;
- Performs designated procedures, when trained, qualified, and directed by the school nurse, (i.e. blood sugar check, pulmo-aid machine, diapering);
- Keeps all medication forms current. Administer medication to students at the appropriate times and maintain a daily medication log;
- Prepares and checks all medication forms and medications for Outdoor Science School. Take and record students' temperatures on the day of departure;
- Submits accident reports to District Office for all serious accidents involving staff and students;
- Screens new students' Immunization records to insure they are current, complete, and within legal requirements. Notifies parents of immunizations due. Supplies copies when needed, to parents and receiving schools;
- Ensures that Child Health and Disability Program forms (C.H.D.P.) are current for first grade students;
- Completes County and State mandated health reports and surveys;
- Receives health concerns and requests from staff and parents and refers to the school nurse;
- Sanitizes health office as needed;
- Prepares and maintains a health chart for each student;
- Requests student medical records information as designated by school nurse;
- Reports child abuse, as directed, by Principal or designee;
- Orders health office supplies;
- Inputs daily attendance: Requires daily computer input and verifying absences by telephone;
- Prepares reports and letters in anticipation of SART and SARB review;
- Performs clerical work both in the health office and front office;
- Maintains confidentiality of student records and information.
- Establishes and maintains effective and harmonious working relations with school staff, fellow employees, supervisors and the public.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Correct English usage, spelling and arithmetic;
- Computer operation and data entry techniques.

### **Ability to:**

- Read, speak and write fluently in English and a second language of District need;
- Work effectively with children, staff and parents;
- Perform clerical tasks;
- Learn office operations, procedures and equipment;
- Type from a clear copy at a rate of 30 words per minute;
- Understand and carry out oral and written instructions.

### **Experience:**

- One year clerical experience.

### **Education:**

- High school diploma or equivalent;
- Medical Assistant or Certificated Nurse's Assistant – Preferred;
- Post-secondary Education – Preferred;
- First aid and CPR certified (current);
- Pass a rigorous District test related to the field applied.

## **WORKING ENVIRONMENT**

While performing the duties of this job, the employee works in several environments including a school office, classroom, indoor and outdoor environments, school bus, and on or near student playground equipment as needed. The employee's primary responsibility is working with students during the school day. Employees in this position may have a higher level of exposure to infection and physical injury from students. This position may also involve the following: frequent interruption and direct contact with staff and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate. This position may be assigned to multiple sites which would require the employee to drive using his/her own insured personal automobile for transportation.

## **PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. For heavier objects, assistance should be requested.
- Depending on the work location, this assignment may involve sitting some of the time, but will involve walking or standing.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 28

Revised: 08/18/97; 04/26/99; 04/16/07; 06/19/14; 02/18/16; 7/5/16

Approved: 04/2017

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*EQUAL OPPORTUNITY EMPLOYER*

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