

Job Description

Position

District Health Clerk

General Description

Under the supervision of the Director of Special Education and the school nurse's advisory, the District Health Clerk will provide medical assistance and care to students of all ages. The District Health Clerk will perform specialized health care procedures, administer medications, provide first aid and other services to meet the needs of students.

Job Goal

Supports in maintaining the district's health services by performing minor first aid on injured students and employees, assisting with basic examinations and screenings to determine need and/or care, and by maintaining health records and various related clerical work.

Specific Duties

- Administers First Aid and CPR as appropriate.
- Administers prescribed medications to students as appropriate, per doctor's orders.
- Schedules and assists with district wide health screenings including vision, hearing, and dental.
- Maintains adequate inventory of health supplies in nurse offices throughout the district.
- Monitors ongoing health concerns of students, alerting parents, and appropriate staff of health problems.
- Participates in the administration of medical care described in Emergency Care Plans, Individualized Health Care Plans, and Individualized Education Plans, Section 504 Plans or other written plans of care for students.
- Assists students with clothing, possessions or personal care such as feeding, washing, toileting, and changing diapers.
- Attends district and/or county professional development offerings specific to medication administration and various health care procedures.
- Maintains and audits immunization records in the student information system.
- Completes required paperwork, including accident reports following all district guidelines and policy.
- Schedules and assists with required staff training and maintains records.



- Maintains a clean, neat and orderly work area.
- Performs other job related duties as assigned.

Required Skills and Knowledge

- Ability to demonstrate an understanding, patient and receptive attitude toward students of varied ages groups, particularly those exhibiting needs of a specialized nature.
- Ability to learn new health care procedures.
- Ability to maintain confidentiality, following HIPPA and FERPA laws.
- Ability to maintain student information systems and student medical records.
- Ability to operate job related equipment.
- Ability to understand and carry out oral and written instructions.
- Ability to use good communication skills and maintain cooperative working relationships.
- Knowledge of modern day office practices and procedures.
- Knowledge of correct English usage, spelling, grammar and punctuation.
- Ability to work independently and make decisions with minimum supervision.
- Methods, techniques and procedures for lifting and moving children incapable of providing assistance.

Basic Qualifications

- High school diploma or equivalent.
- Emergency medical training preferred
- Current adult and child First Aid and CPR required, or ability to obtain prior to the first day of employment.
- Possess a valid California driver's license.

Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Ability to see for the purpose of reading policies and printed material, and for monitoring and evaluating health conditions.
- Understand speech at normal levels in person, on the telephone, or on other district communication devices.
- Communicate so others will be able to understand a normal conversation in person or on the telephone.
- Operate necessary office equipment including computers and computer software with dexterity.
- Sufficient mobility to move about the District.
- Sufficient strength to lift 25-50 lbs or carry an object weighing 25 lbs.
- Physical, mental, and emotional stamina to endure workload under sometimes stressful conditions.

Working Conditions

Public school work environment subject to sitting at a desk or standing for long periods of time, bending and crouching, kneeling at files, pushing/pulling file drawers, equipment and supplies, reaching in all directions and working at a computer or other standard school equipment. Potential exposure to communicable diseases and contact with blood and other body fluids. Potential exposure to physical injury from aggressive behavior.

Hours

5.75 hours

Days

185 days per year

Salary

Range I on the Classified Salary Schedule

Evaluation

The Director of Special Education