

**CLASS TITLE: Health Clerk**

Range 6

**Basic Function:** Under the general supervision of School Nurse or site Administrator, to provide first aid and emergency care to students and school staff, to assist nurse in providing health related services including assisting in screening for vision, hearing, and general health, and to perform a variety of clerical duties as required.

**Representative Duties:** (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

Provide necessary first aid and emergency care to student and staff

Perform specialized physical health care services in accordance with Education Code Section 494235 under the supervision of a qualified school nurse.

Arrange for transportation of sick or injured students and staff to home or medical service facilities.

Assist the school nurse in screening for vision, hearing and general health

Chart results of testing, track students requiring follow-up by school nurse or medical provider.

Dispense medications under appropriate guidelines.

Assist orthopedically or physically handicapped students including, taking care of individual physical/medical health care needs, such as, assisting diabetic students with blood glucose testing and necessary medication.

Perform a variety of clerical and administrative duties under the guidance of the school nurse including, maintaining student health records, verifying individual student compliance with State mandated health services regulations, processing student accident reports, maintaining records of medications dispensed

Keyboarding and maintaining records, reports, correspondence and statistical information.

Report school health and safety problems to school administrators.

Screen students for head lice, and encourage the use of Universal Precautions among students and staff

Identify possible chronic health problems and refer to nurse, teacher and other school personnel.

Identify and report suspected victims of child abuse to appropriate officials and agencies.

Maintain first aid kits for class field trips under established guidelines

Notify teacher/school nurse of medications of students going on field trips.

Other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic principles and practices of first aid, CPR Universal Precautions, blood borne pathogens and communicable diseases.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting

Alphabetical, numerical and subject matter filing systems.  
English usage, spelling, vocabulary, grammar and punctuation

**ABILITY TO:**

Work closely with and under the direction of the school nurse and under the supervision of the school Principal

Assist in screening for vision, hearing and general health.

Learn the principles, practices, methods and techniques used in first aid, CPR, Universal Precautions and control of communicable diseases.

Learn, interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including appropriate guidelines for dispensing medications and testing blood glucose.

Assist school nurse in screening for vision, hearing, and general health

Administer first aid and CPR to school staff and students if needed

Care for individual physical/medical health care needs of students including, orthopedically or physically handicapped students.

Interact effectively and sensitively with individuals from diverse backgrounds

Prepare and maintain accurate and complete records

Prepare clear and concise reports

Communicate clearly and concisely both orally and in writing

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work

**EDUCATION AND EXPERIENCE:**

One year of providing responsible first aid and care of children is desirable.

Experience with CPR, emergency medical services or a related field.

Possession of certification in multi-media first aid and/or CPR

Ability to sit, stand, walk, kneel, stoop, squat and twist

**WORKING CONDITIONS:**

**ENVIRONMENT:**

The noise level in the work environment is moderate. Interruptions due to student actions and walk-in traffic are frequent. The position requires multi-tasking and the ability to focus in a distracting environment. Additionally, there is exposure to chemicals, medications and communicable diseases and viruses. This position requires the ability to stay calm and act effectively in emergency situations.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.*

Adopted: 6/20/05