

## DENAIR UNIFIED SCHOOL DISTRICT

<b>CLASS TITLE:</b>	HEALTH CLERK
<b>IMMEDIATE SUPERVISOR:</b>	Site Administrator / School Designee
<b>CONTRACT:</b>	10 Months / Year
<b>CLASS:</b>	Classified
<b>SALARY:</b>	Classified Salary Schedule / Range 4

### **BASIC FUNCTION:**

Under the supervision and direction of the site/school Principal or designee, performs responsible clerical work in compiling/maintaining/documenting/reporting data, provides on-going and immediate health services and emergency first aid short of the type of care that requires the direct presence or judgment of a licensed nurse or physician. Frequent contact with parents, staff and students are characteristic of the position.

### **REPRESENTATIVE DUTIES:**

The position of Health Clerk shall be assigned specific duties based upon site needs, certification, experience and professional expertise in site relevant areas as follows:

- Builds and maintains positive relationships with other public officials, school employees, parents and students using effect verbal/ non verbal skills
- Works with others as a team in a fast paced environment
- Effectively communicates problems that arise to supervisor
- Effectively uses conflict resolution skills
- Reviews and updates information from Emergency Cards into the student database system, compiles health alert list, waiver list and notifies the supervising nurse of reported health concerns
- Makes contact with parents, students and staff regarding suspected and known health problems
- Assists with the communication and implementation of specialized meal services
- Informs district nurse of any student who may need a referral
- Provides students with first aid treatment and/or emergency intervention as injuries or illnesses may warrant, in accord with currently acceptable first aid and CPR practice and short of that which a licensed nurse or physician must administer
- Maintains and/or implements specialized health care protocols under the direction of the district nurse
- Gives medication prescribed specifically for a student by medical authority, following a closely controlled procedure
- Maintains daily logs of health office activity/treatment
- Tracks and documents sick/injured students that are released to leave campus directly from health office
- Prepares notices, lists, logs, announcements and forms under the direction of the supervisor
- Assists district nurse with student health screenings
- Assists with Kindergarten registration, oral health assessment tracking, immunization tracking, follow-up and provides information on available community resources
- Assists with 1<sup>st</sup> Grade Physicals (tracking, follow-up, providing information on available resources)
- Maintains various health records such as, but not limited to, immunization, vision, hearing and specialized health protocols
- Assists with preparation and planning to meet student health needs when participating in school sponsored after school or off campus activities
- Maintains first aid kits and orders supplies for health office
- Assists in trainings and meetings related to assignment
- Makes copies and distributes material as directed
- Assists with receptionist duties; answers inquiries from teachers, parents, school administrators, or other authorities
- Performs general clerical duties not limited to: the collection, recording and maintenance of health records. This includes typing, proof reading, preparing reports, filing and checking, and distribution of mail
- Uses computers and/or electronic equipment to fulfill job functions
- Serves as a role model for students and staff in demonstrating positive attitudes, appropriate attire/grooming, and effective work ethic
- Participates in appropriate in-service and workshop programs and attends any required meetings
- Displays ethical behavior in working with students, parents, school personnel, and outside agencies associated with the school
- Protects confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines
- Adheres to California school law, State Board of Education rules and regulations, Board of Education policies and regulations, and school regulations and procedures
- Performs any duties and responsibilities that are within the scope of employment, as assigned by their supervisor and not otherwise prohibited by law or regulation
- Performs additional related duties as assigned

**KNOWLEDGE OF:**

- Record-keeping techniques and time management skills
- Operation of standard office equipment
- Preparation, review and control of assigned duties
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- Laws, rules and regulations related to assigned duties, including District and policies and procedures as they apply

**ABILITY TO:**

- Pass District pre-employment tests
- Print and write legibly; add, subtract, multiply and divide quickly and accurately
- Communicate effectively both orally and in writing; understand and carry out oral and written instructions in an efficient manner
- Plan and organize work; meet schedules and deadlines
- Operate a variety of standard office equipment, including a computer, copier, duplicating equipment, laminator, tape recorder, television and VCR
- Perform clerical duties related to nurse office activities; compile, maintain and submit accurate and complete records and reports
- Establish and maintain cooperative working relationships with students, parents and staff; exhibit a positive approach in dealing with students, parents and fellow staff members
- Work confidently and somewhat independently in performing assigned duties
- Maintain confidentiality of records and information
- Observe health and safety regulations
- Learn and adhere to the procedures, functions and limitations of assigned duties

**EDUCATION AND EXPERIENCE:**

- Equivalent of High School Diploma
- Minimum of one year clerical experience involving public contact; knowledge and experience with computers and related programs
- 48 Units of college-level coursework, A.A. Degree or Competency Test

**LICENSES AND OTHER REQUIREMENTS:**

- Valid First aid and CPR Certificate (recommended)
- Valid California Driver's License
- Required District staff development in-service training

**ENVIRONMENT:**

- Office, classroom and playground environment

**PHYSICAL DEMANDS:**

- Visual acuity to see and read a variety of materials and monitor student activities
- Hearing and speaking to exchange information in person and on the telephone, and to communicate so others will be able to clearly understand normal conversation
- Dexterity of hands and fingers to operate a computer keyboard, standard office equipment
- Physical agility to lift and carry 50 pounds; bending at the waist, kneeling, crouching, and reaching in all directions to assist students
- Sitting or standing for extended periods of time
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely and efficient manner

**CSEA:**

This is a bargaining unit position, under collective bargaining agreement with California School Employees Association (CSEA) and its Chapter 113.

BOARD APPROVED: 06/08/2017  
UPDATED AND BOARD APPROVED: November 8, 2018

CSEA: Reviewed on 06/28/2017  
Reviewed again October 29, 2018