



SCHOOL HEALTH CLERK

JOB SUMMARY:

Under the direction of the Principal and guidance from the School Nurse, provide health services, assist a certificated school nurse in providing care, health and safety for students in areas related to nutrition, illness prevention and care, toileting, hygiene, sensory, social-emotional and physical health; monitor health conditions, provide first aid and administer medications; collecting, maintaining and monitoring health records.

REQUIRED QUALIFICATIONS:

LICENSES AND OTHER REQUIREMENTS:

1. **Credential:** Valid First Aid and CPR Certificate issued by an authorized agency (can be obtained on the job)
2. **Education:** Any combination equivalent to: graduation from high school and one year experience working with special education students in an organized setting including some work with severely handicapped students.
3. **Experience:** Job, volunteer or educational experience in a health-related field desired; Bilingual Spanish Preferred
4. **Personal Qualities:** Demonstrates strong interpersonal skills; demonstrates a successful history of working in a health-related or educational setting; demonstrates history as a team player; demonstrates strong proficiency in speaking and writing; demonstrates ability to analyze and interpret health-related issues; demonstrates ability to problem-solve; knowledge of working with school-age children; conducts him/herself in an ethical manner

JOB RESPONSIBILITIES:

1. Monitors, maintains and oversees the site health office under the guidance of the School Nurse.
2. Assists students and families with health, safety and nutrition, including prevention and intervention.
3. Assists administrators, teachers and staff regarding health-related issues.
4. Assesses and notifies administrators, parents, teachers, and staff of student health conditions and progress.

5. Maintains confidentiality of student information according to local, state and federal guidelines (including HIPA/FERPA/IDEA).
6. Trained in, participates in and assists with contact-tracing, tracking and notification of infectious disease exposure within the school setting.
7. Contacts parents regarding health-related issues, including informing parents of illness or injury, transportation for sick or injured pupils, or to assist them in enrolling in health insurance programs.
8. Transports parents and pupils to medical appointments when other transportation is unavailable.
9. Maintains healthy and professional relationships with students, staff and families.
10. Weighs and measures pupils, and enters data on health records.
11. Notifies teachers, parents and pupils for the implementation of health screening programs.
12. Assists in the school office to support a variety of activities including student attendance monitoring and follow-up; answers telephones and provides front office reception as needed; maintains inventories and record-keeping; composes correspondence including: reports, health record cards, and information bulletins; assists with health screenings and provides first aid and other assistance to students as necessary.
13. Requisitions health supplies, maintain inventory records, and distribute first-aid materials to classrooms. Monitor inventory levels of classroom and medical supplies; assist in ordering, receiving and maintaining appropriate inventory levels of classroom supplies as assigned.
14. Attends district-provided trainings as necessary.
15. Supports and participates in the district program as appropriate.
16. Monitors student health conditions and provide first aid and CPR as needed
17. Administer medications according to prescribed instructions; verify and assure refilling of student prescriptions.
18. Responds to seizures, respiratory problems and other medical emergencies.
19. Prepares related paperwork as appropriate. Maintains student records and files and prepares routine reports related to health conditions, medications, progress, education plans and assigned activities; prepares and maintains medical charts.
20. Assist students with personal hygiene including bathing, brushing teeth, dressing, undressing and grooming as required; assist students with enhancing eating skills and performing eating activities; administer suctioning, tracheostomy care and tube feedings as required; toilet students, administer catheterizations and change diapers and soiled clothing as required.
21. Assists with the School Nurse with the process of and record-keeping for student screenings such as hearing and vision.
22. Explain and assure student understanding of classroom assignments and homework instructions; explain words and concepts as necessary; assist students with meeting educational goals and objectives.
23. Carries out a variety of medical procedures, including oral suctioning, gastronomy, catheterization, suction, respiratory, orthopedic and various other medical equipment, including meters, stethoscopes and other medical instruments.

24. Communicates with faculty, staff, administrators, parents and others to exchange information and resolve issues or concerns.
25. Assure the health and safety of students by following appropriate health and safety practices and procedures.
26. Maintains and contributes positively to the overall school environment, including the health office, in a safe, orderly and clean manner.
27. Prepares and serves food as a nutritional service to students as assigned; sets up before and cleans up after food preparation and eating activities as required.
28. Organizes, cleans and sanitizes the health office and other school locations used for health and safety-related purposes as assigned.
29. Arrives on time, adheres to assigned work schedules and conditions as assigned.
30. Performs related duties as assigned.

KNOWLEDGE OF:

- Basic first-aid principles.
- Correct English usage, grammar, spelling, punctuation, and vocabulary. Reading and writing English communication skills.
- Standard office equipment used in school office locations including computers and related applications.
- Child guidance principles and practices related to severely handicapped children.
- Problems and concerns of school-related health.
- Basic instructional methods and techniques in order to assist students, staff and parents in maintaining student health and safety.
- Basic English usage, grammar, spelling, punctuation and vocabulary.
- Safe practices in health-related activities and intervention.
- Specialized health care procedures for students with specific medical issues.
- Operation of gastronomy, catheterization, suction, respiratory, adaptive and orthopedic and other medical and therapeutic equipment as directed.
- Basic medication administration and related procedures.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping and report preparation techniques.
- First aid and CPR procedures.

ABILITY TO:

- Read, write and understand the English language.
- Keyboard at a net corrected speed of 25 words per minute.
- Learn first-aid procedures and provide illness and accident attention.
- Operate standard office equipment including microcomputers and related software applications.
- Communicate effectively orally and in writing. Establish and maintain effective working relationships with others.
- Meet schedules and timelines.

- Maintain records and prepare reports.
- Travel between schools.
- Transport parents and pupils as needed.
- Provide health services and assist students, parents and staff and related activities in a health office environment.
- Assist in meeting the health needs of students in areas related to nutrition, toileting, hygiene, motor skill, sensory, social-emotional and physical functions.
- Monitor and assess health conditions and dispense medications according to physician instructions.
- Understand and relate to school-age students.
- Establish and maintain cooperative and effective working relationships with others.
- Demonstrate an understanding, patient and receptive attitude toward staff, students and families.
- Operate gastronomy, catheterization, suction, respiratory, adaptive and orthopedic and other medical and therapeutic equipment as trained by the School Nurse.
- Observe health and safety regulations.
- Maintain records and prepare routine reports.
- Administer first aid and CPR.

ESSENTIAL FUNCTIONS:

WORK IN THE FOLLOWING ENVIRONMENTS:

- Classroom environment.
- Health office
- Emergency medical situations

- MEET THE PHYSICAL DEMANDS:
- Dexterity of hands and fingers to operate specialized medical equipment.
- Seeing to read a variety of materials and monitor student health conditions.
- Hearing and speaking to exchange information.
- Bending at the waist, kneeling or crouching to assist students.
- Reaching overhead, above the shoulders and horizontally.
- Sitting or standing for extended periods of time.
- Lifting and carrying students as assigned by the position.
- Pushing children in wheelchairs as assigned by the position.

- WORK SAFELY WITH THE FOLLOWING HAZARDS:
- Contact with blood and other body fluids.
- Potential for contact with bloodborne pathogens and communicable diseases.
- Contact with dissatisfied or abusive individuals.

Comments and Other Information

Anti-Discrimination Statement

*Mammoth Unified School District prohibits discrimination, harassment, intimidation, bullying, and sexual harassment based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, immigration status, marital status, parental status, family status, pregnancy status, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics in all educational programs, school-related or school-sponsored activities, school attendance or employment policies which may have an impact or create a hostile environment at school as required by Title IX of the 1972 Education amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act, the California Fair Employment and Housing Act, and other applicable laws and regulation. For questions or concerns regarding discrimination, harassment, intimidation, bullying, or sexual harassment, please contact the District's Discrimination, Equity, and Title IX Compliance Officer: Frankie Alvarado, Director of Human Resources, 461 Sierra Park Road, Mammoth Lakes, CA 93546 * 760-934-6802 * TITLEIXcompliance@mammothusd.org*

REPORTS TO: Site Principal	CLASSIFICATION: Classified
BOARD APPROVAL DATE: September 24, 2020	WORK YEAR: 180 Days
	SALARY: Range 15