

**CLASSIFIED JOB DESCRIPTION**

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**SCHOOL HEALTH CLERK**

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**JOB SUMMARY:**

Under general direction, performs a wide variety of complex computer/clerical office duties requiring specialized knowledge of District attendance accounting system; implements health office procedures; and performs related work as required.

**ESSENTIAL JOB FUNCTIONS:**

- Provides medication administration and records/monitors health office visits.
- Maintains emergency cards and other health information.
- Administers first aid (CPR), medication, and specialized health care procedures.
- Processes letters, e-mails, and forms related to health office issues.
- Responsible for first aid supplies inventory and replenishment of health office, classroom, and noon duty supervisors' first aid supplies.
- Assists school secretary in registering students, volunteers, visitors, and substitute employees; answers front office phones as back up to the school secretary.
- Inputs/updates daily medical log.
- Assists parents, public, and District staff.
- Responds to phone calls and e-mails.
- Assembles packets and flyers for school site.
- Processes information.
- Maintains records of all forms, tests, and supplies.
- Provides clerical support.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Evidence of successful full-time clerical experience at the level of Clerk-Typist I or equivalent.
- Must have had one year of full-time clerical experience, six months of which must have been in the last ten years at the level of Clerk-Typist I or equivalent.
- Knowledge of modern office practices and procedures including the preparation of various forms of correspondence; filing and general office equipment operations; correct English vocabulary, spelling, and punctuation.
- Graduation from high school or equivalent, preferably including or supplemented by courses in typing and office practices.
- Ability to prioritize duties/responsibilities in a multitasking environment in order to meet time-sensitive requirements.
- Ability to communicate information, which may be of a sensitive nature, to the public and/or district officials.

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- Current CPR/AED and First Aid cards required.
- Graduation from high school or equivalent.

*Classified Salary Schedule: Range 22*

*BOARD APPROVED: 06/21/17*

*REVISION DATES:*