

# BERRYESSA UNION SCHOOL DISTRICT



## Position Description

### JOB TITLE: Health Clerk

Job Purpose Statement: The job of "Health Clerk" is done for the purpose/s of providing clerical support in meeting the health needs of students; documenting and maintaining student health information required by Federal/State/Local agencies; and providing appropriate care and/or referral for ill, medically fragile and/or injured students as may be required.

### Essential Job Functions:

- **Administers** first aid, medication and specialized treatment under direction for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- **Assists** nurse for the purpose of providing health screening, training, etc.
- **Compiles** data for reports (e.g. mandated monthly status reports, logs, etc.) for the purpose of assisting the nurse in preparation of required documentation.
- **Prepares** documentation (e.g. mandated monthly status reports, logs, etc.) for the purpose of providing written support and/or conveying information.
- **Prepares** and distributes first aid kits to classroom for the purpose of providing supplies for minor injuries;

### Other Job Functions:

- **Assists** other personnel for the purpose of supporting them in the completion of their work related activities.
- **Participates** in various meetings and staff development for the purpose of sharing information and/or improving skills/knowledge.

### Job Requirements - Qualifications:

**Experience Required:** Prior job related experience.

**Skills, Knowledge and/or Abilities Required:**

- **Skills** to operate standard office equipment; use English in both written and verbal form; use correct spelling, grammar and punctuation; perform basic arithmetic calculations.
- **Knowledge** of basic first aid and health care practices and procedures; basic symptoms of communicable and other childhood related diseases.

- **Abilities** to sit for prolonged periods; work independently; understand and carry out oral and written instructions; interact positively with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling, talking/hearing conversations, near/far visual acuity

**Education Required:** High School diploma or equivalent

**Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance. Standard First Aid and Cardiopulmonary Resuscitation Certificates. Valid California Driver's License. TB clearance.

**Reports to:** Principal

**Work Year:** 181 days

**Salary Placement:** Range 7

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the classified Personnel and the CSEA Contract.

Board Approved: July 21, 1998