

MODESTO CITY SCHOOLS

Job Description

JC 1535

HEALTH CLERK

OVERALL RESPONSIBILITY

Under general direction, provide first aid care for ill or injured students and perform related clerical duties as assigned.

SPECIFIC RESPONSIBILITIES

1. Administer routine first aid (CPR and Heimlich maneuver) and screen ill or injured students in accordance with school and District regulations and procedures.
2. Administer oral medications according to District adopted policies and procedures.
3. Refer emergencies, serious illnesses, or injuries to the school nurse and administrators.
4. Maintain the student health database, create and maintain demographic data and files, write queries and generate a variety of periodic and special reports, lists, labels, and other data from the student database as requested by the school nurse.
5. Check records for proper immunization, inform the school nurse and parents of incomplete immunizations, and maintain a waiver list.
6. Assist with the preparation, arrangements, and implementation of mandatory health screening e.g. Child Health and Disability Prevention, athletic physicals, tuberculosis, vision, hearing, and scoliosis. Record test results on health folders.
7. Maintain health office in sanitary and orderly condition; clean and sterilize cots/equipment; prepare bulletin boards and displays as directed; requisition, receive, and store health care supplies; maintain inventory of supplies/equipment; prepare and replenish First Aid kits for distribution to teachers, nutrition services staff, custodians, campus supervisors, and other school staff.
8. Prepare, update, and maintain daily log, medication records, confidential health lists, emergency cards, student health referrals and reports, immunization compliance, accident or injury reports, list of students with special health problems, child abuse reports, and other related matters under the direction of the school nurse. Provide copies to staff and parents as directed by school nurse.
9. Assist the school nurse with exclusion of students with infectious or communicable diseases or inadequate immunizations according to established guidelines and procedures.
10. Inspect students for head lice, follow up on positive cases, inspect for elimination of lice, and consult with parents regarding use of appropriate anti-lice products.
11. Process health information on new or transferring students and enter information into the student health database.
12. Screen student records for proper immunizations, alert parents of required immunizations, maintain communication with parents until immunizations are complete, and update student health database with current immunization information.
13. Care for students who check into the school nurse's office, contact parents, send students home as necessary, and maintain a daily log and student data base.
14. Contact parents of students who are absent due to illness and update student information on emergency cards as necessary.

HEALTH CLERK (continued)

SPECIFIC RESPONSIBILITIES (continued)

15. Refer suspected child abuse to Child Protective Services, the school nurse, site administrators, and counselors. Complete required paperwork as necessary.
16. Attend district and site level staff meetings and inservices as directed.
17. Effectively communicate and maintain a positive relationship with those contacted during the course of work.
18. Perform other related duties as assigned.

SALARY

Classified Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements

- Ability to activate a personal computer and load software from a disc and/or CD Rom.
- Ability to enter requisitions, purchase orders, and receipts into computer, and verify quantities and prices.
- Knowledge of and ability to use e-mail and calendaring programs.
- Knowledge of and ability to use word processing, database, and spreadsheet programs to develop and produce correspondence, reports, publications, and projects.
- Knowledge of modern office methods and practices.
- Ability to perform a variety of responsible tasks with speed and accuracy.
- Ability to perform basic arithmetic calculations with speed and accuracy.
- Ability to express initiative, adaptability, and confidentiality.
- Ability to establish and maintain accurate records and files.
- Ability to operate modern office equipment (e.g. ten key calculators, duplicating machine, fax machine, etc.).
- Ability to understand and carry out oral and written instructions given in English.
- Ability to work cooperatively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness.
- Ability to work with others in a discrete and confidential manner.
- Ability to use correct English, grammar, syntax, spelling, and punctuation.
- Knowledge of basic health and medical terminology.
- Ability to analyze health situations accurately and adopt an effective course of action.
- Ability to perform duties requiring the use of independent judgment and initiative.
- Knowledge of and ability to perform Cardiopulmonary Resuscitation and first aid.

Desirable Qualifications

- Ability to create and initiate a mail merge using a word processing machine.
- Ability to access Internet using a search tool or web address to locate information, bookmark, and print electronic information.
- Knowledge of school operations, policies, regulations, and procedures.

Experience

Minimum Requirement

- One (1) year accounting, bookkeeping, clerical, secretarial experience performing basic work tasks

Desirable Qualifications

- One (1) year of office experience, in an educational, hospital, or clinical setting.

HEALTH CLERK (continued)

Education

Minimum Requirement

Graduation from high school or General education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

License/Certificate

Minimum Requirement

Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

Desirable Qualifications

Valid CPR and First Aid Certificate

Valid California Drivers License

Physical Requirements

Minimum Requirements

Sufficient vision to read small print, road maps, labels and route schedules.

Sufficient vision, acuity, depth and color perception to drive a vehicle and operate equipment.

Sufficient depth perception to file documents and relate the spatial distances between objects.

Sufficient color perception to identify the color of clothing worn by students.

Sufficient hearing to hear normal conversational speech on and off the telephone.

Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.

Sufficient dexterity to use hands and fingers to print or write legibly, type, use computer keyboard, typewriter and other business machines.

Sufficient dexterity to use hands and fingers to operate telephone, operate hand held radio, and manipulate small objects.

Sufficient physical ability to reach horizontally and vertically with arms.

Sufficient lower body strength, stamina and mobility to walk, stoop, and bend.

Sufficient physical ability, strength, balance, mobility, and stamina to climb stairs, sit for extended periods of time, and stand for extended periods of time.

Sufficient physical ability, strength, balance, mobility, and stamina to drive a vehicle and operate equipment.

Sufficient physical ability, strength, balance, mobility, and stamina to move, lift, push/pull or carry objects that may frequently exceed 10 pounds.

Physical tolerance to extended contact with disinfectants.

REPORTS TO

Appropriate administrator or designee

Board Approved: 5/28/02

Revised: 5/21/03

Unit Approved: 6/12/03

Board Approved: 6/23/03