

SCHOOL HEALTH CLERK**DEFINITION**

Under general supervision, assist students who are ill, have accidents, or need attention by providing authorized pupil health services; to perform a variety of regular complex clerical duties; and to do related work as required.

TYPICAL DUTIES

Attends sick and injured students in the school health office. Administers first aid as instructed by the school nurse or School Health Technician. Sees that children under regular medication by a doctor take medicines as specified. Notifies parents or other authorized persons when children need to be sent home. Maintains school health office as directed by the school nurse, school health technician or principal. Keeps records of first aid supplies and notifies school office manager when more supplies may be needed, or pay requisition standard supplies. Assists the school nurse or school health technician in scheduling vision, hearing and scoliosis tests. Checks student height and weight and records these results and results of other screenings. Assists the school nurse or school health technician by arranging appointments with students, parents and other staff members. Compiles data and prepares reports of immunization, oral and dental health and CHDP physical forms for California Health Department. Performs a variety of clerical duties, including typing, data entry, answering the telephone, filing, posting data, and duplicating materials. Keeps current student health cards. Perform services as instructed by the school nurse or school health technician to support health and wellness programs.

DISTINGUISHING CHARACTERISTICS

School Health Clerks provide clerical and basic health care support to students of a non-invasive nature. School Health Clerks may provide basic first aid services and handle minor emergencies. Incumbents may not perform duties that have a high consequence of error. Although, incumbents may see that children take regular or over the counter medications as directed. School Health Clerks are not authorized or qualified to administer medicines such as diastat or insulin or others of a more serious nature.

School Health Technicians are licensed practical nurses performing specialized student medical care duties that involve specific written protocols and/or specialized training. The prior medical background is necessitated by the high consequence of error, in that some of the procedures are invasive in nature and/or some of the students have multiple or life threatening conditions. Incumbents are authorized and qualified to administer more complex or serious medications such as diastat and insulin. Incumbents may work at more than one school and/or may be called to assist at another site in the event of a health emergency or a need requiring the services of more than one individual.

EMPLOYMENT STANDARDS

Knowledge of: Modern office practices, procedures and equipment; operation of computers and peripheral equipment; data entry and records management techniques; basic first aid procedures; correct English usage, spelling, punctuation and grammar; operation of a typewriter, copier, calculator, laminator and other office machines.

Ability to: Enter data into an automated student information system, generate reports, type from clear copy and maintain accurate records and files; make arithmetical calculations with speed and accuracy; work cooperatively and effectively with co-workers, students, and the general public; work effectively with frequent interruptions; meet schedules and timelines. Exercise good judgment and remain calm in handling both minor and major emergency situations and specialized care procedures; Perform work without continuous supervision; follow directions with and perform work with absolute attention to detail; organize and prioritize work; demonstrate concern for the comfort and dignity of the child; speak clear, correct English; communicate effectively orally and in writing with parents, school staff and students and maintain good relationships; assure confidentiality of medical information at all times; maintain accurate and complete student immunization and other health-related records; physically lift, move, and otherwise assist children with all of their physical care needs.

Essential Physical and Work Environment: Work is performed primarily in the school health office, although the incumbent may also assist students in restrooms or other designated areas. Travel between sites may also be necessary occasionally. Work involves frequent exposure to blood and other body fluids and wastes, and is often performed under high stress emergency circumstances or with severely ill or disabled children.

The employee must be able to lift, push, pull, or otherwise move students from preschool to middle school ages weighing up to 165 pounds, with or without assistance, according to the protocol determined by the Nurse. He or she must be able to push wheelchairs, lift students on and off toilets and wheelchairs or other equipment. Must be able to read, understand, and follow procedures and read and enter information on manual and automated records and reports; comprehend ordinary conversation; clearly explain medical situations and regulations to parents and others.

Typical Background: Any combination equivalent to graduation from high school supplemented by course work or training in computer operation/data processing and two years of general clerical experience involving data entry and frequent public contact. Clerical experience in a medical, health or school office desired.

License and/or Certificates: A current certificate of proficiency in cardiopulmonary resuscitation and first aid.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.