

Union Public Schools Job Description

Position Title: Health Clerk
Department: School Site
Reports To: Site Administrator

FLSA Designation: Non-exempt

SUMMARY: Responsible for assisting the School Nurse in protecting and promoting the health of students and school personnel. The health clerk functions under the supervision and direction of a certified school nurse.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assists with basic first aid and emergency care according to District policies and procedures.
- Follows documented training, administers and records medications according to District policies and procedures and reviews all new medications with the school nurse.
- Maintains a daily log of students seen in the Nurses' office.
- Assists in keeping accurate health records for each student.
- Reviews all student health history forms and discuss any health issues with the school nurse.
- Contacts parents of ill children and send home according to District policies and procedures.
- Follows documented training, complete hearing and vision screenings on all students and the students not passing the screening guidelines will be referred to the school nurse for further evaluation.
- Maintains confidentiality in all school situations and health matters.
- Works well with supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High School diploma or general education degree (GED). Must complete a health clerk orientation and demonstrate competency in job related tasks.

CERTIFICATES, LICENSES, REGISTRATIONS: Must be certified in CPR by the American Heart Association or the American Red Cross, and certified in First Aid by the American Red Cross.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clearly and concisely in written or oral communication.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will occasionally sit, walk, or stand. The employee will occasionally reach forward or above the head more than the average person will. Ability to visit various buildings in the District. The employee must occasionally lift and/or move and push up to 90 pounds such as students and students in wheelchairs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person is. The employee is directly responsible for the safety and well being of students.