



Teaching • Understanding • Serving • Developing

Date Adopted:

Range: J

Classification: Classified

## Job Description

## Health Clerk

### DEFINITION

Under the direct supervision of a school administrator, the Health Clerk carries out diverse duties of a non-medical professional and clerical nature in a school or schools to which assigned. These functions relate only to school health services. (Assisting with clerical responsibilities, assisting with screening procedures, assisting with immunization programs, staying with ill or injured students, giving minor first aid, inventorying, ordering, receiving, checking supplies and equipment, keeping health room supply cabinets and closets in order.) Performs other duties as assigned.

### EXAMPLES OF DUTIES – *Not all inclusive*

- Type and file correspondence and reports.
- Record standardized information on cumulative health records; i.e. height, weight, vision, immunization status.
- Prepare various reports for parents and school personnel; i.e. health history forms, parent notification forms, accident reports, monthly reports, and special transportation applications.
- Type and duplicate mass communication; i.e. bulletins for parents, newsletters
- Inventory and requisition supplies.
- Maintain checklists to be used to complete statistical information for studies and surveys.
- Prepare the rooms for appraisal activities; i.e. setting up for the school nurse/physician.
- Schedule and assist in getting students to the health room for various testing procedures.
- Obtain and re-file cumulative or health records for use by school physician or school nurse.
- Assist school nurse with vision and hearing testing as permitted under state statutes.
- Routinely review medication dispensing at school sites.
- Assist sites with lice procedures and checks as needed.
- Assist with Health Education in classrooms.
- Supervise dressing room at time of school health examinations.

### ASSISTING WITH EMERGENCY CARE – *Not all inclusive*

- Carry out emergency procedures that are within the purview of non-license medical staff. This would include but not be limited to: EpiPen injections, administering anti-seizure medications, and insulin and/or glucagon injections.
- Assist in making parent contacts to arrange transportation for ill or injured students.

### QUALIFICATIONS

- First Aid/CPR trained with current certificate.
- Typing and/or Data input experience
- CNA License preferred (Certified Nurses Assistant)
- In lieu of CNA License, 2 years in the medical field preferred

**TERMS OF EMPLOYMENT (Work Year):** School Year - 4 hours/day, 5 days/week