



Fremont Union High School District

Position: Health Clerk – School Site

Department/Site:	School Site	Range:	107
Reports to/ Evaluated by:	Assistant Principal	Work Year:	208
		Months:	10

Summary of Basic Functions & Responsibilities

Under the general supervision an assistant principal and at the direction of the District Nurse, the health clerk supports students' health needs in accordance with State laws and District regulations. This includes providing health tasks that do not require licensing as well as clerical duties. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Respond to student health issues and problems; care for and monitor ill and injured pupils; and take and record temperatures.
- Administer first aid to students, and staff, per school health guidelines; transport students to the office by wheelchair, as needed. Assist in arranging transportation of ill or injured students as directed. Document per school guidelines.
- Respond to emergencies: perform first aid procedures and CPR, as needed. Under the direction of the district nurse, administer emergency medication according to physician instructions and established guidelines; and document and maintain records.
- Notify parents, staff, district nurse, and paramedics as appropriate.
- In coordination with the District Nurse, athletic trainer, and a site administrator, process athletic clearances, paperwork and processes related to concussive injuries that occur through school/school activities or outside school.
- Maintain locked medicine cabinet containing student medications and student medical supplies.
- Support the health needs of students who are chronically ill:
 - Compile and update Health Problems list including list of immunosuppressed students whose parents must be notified in case of chicken pox or other communicable disease in school.
 - Under the direction of the district nurse, assist students to receive medications or administer medication per physician orders and document as needed.
 - Under the direction of the district nurse and after training, assists with or performs specialized physical health care procedures that may include but are not limited to blood glucose monitoring and administration of emergency medications (Glucagon injection, Epinephrine Auto-Injector (EpiPen), Diastat). Document and maintain records.
 - At the end of each school year, send health forms that need to be renewed annually to parents of incoming 9th graders and those whose students are returning the next year.
- Serve as a liaison and coordinate health services and related communication and information between the District Nurse, students, parents, and staff; at the direction of the District Nurse follow-up on health issues to assure student needs are being met.
- In coordination with the District Nurse and/or site administrator, recommend to appropriate personnel referrals of student to truancy and/or Student Assistance Team. Monitor absences particularly those excused as ill frequently, contact parents to gather information.
- Assist in planning for compliance with communicable diseases or control of communicable diseases with the school. Assist in notification of parents of student exposure to communicable disease.

- May serve as receptionist, assisting visitors, staff or students in person or over the telephone, provides standard information related to area of assignment as well as analyzing information and making appropriate referrals.
- Provides customer service assistance to staff, parents, and/or student.
- Perform clerical duties related to preparing, maintaining, updating, and documenting health records per school/district guidelines.
- Input a variety of student health data and other information (such as data from vision and hearing screenings) into the student data system; maintain automated records and files; generate computerized lists, spreadsheets, and reports as requested.
- Assist with coordinating and arranging vision, hearing, and other screening tests for students as directed.
- Support school site coordination of medical information for field trips and overnight trips associated with school-related activities.
- Maintain health office/area in a clean, orderly, sanitary, and safe condition.
- Order and maintain inventory of health and first aid related supplies as required.
- Attend and participate in various meetings as requested.
- Operate a variety of office equipment including a copier, fax machine, and a computer and assigned software.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- First Aid and adult and child CPR techniques.
- Universal precautions.
- Operation of a computer and assigned software.
- Data entry and word processing methods and programs.
- Basic mathematics principles used in record keeping.
- Methods of collecting and organizing data and information.
- Modern office practices, procedures, and equipment.
- Record-keeping and report preparation techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Abilities:

- Perform a variety of technical duties in support of student health services.
- Maintain confidentiality.
- Screen and monitor injury and illness of students per school/district health guidelines.
- Follow general health care practices and procedures.
- Properly assist students in receiving medication according to physician instructions.
- Prepare, organize, and maintain student health records and files.
- Compile and verify data and prepare reports.
- Respond effectively and appropriately to emergency situations.
- Understand and follow oral and written instructions.
- Meet schedules and timelines.
- Observe health and safety regulations.
- Learn, and apply district health policies.
- Communicate effectively both orally and in writing including in regards to health-related activities or concerns.
- Demonstrate tact, courtesy, positive attitude, and maintaining cooperative relationships with those contacted during the course of work.
- Operate a computer and assigned software.

Education:

- Requires a High School diploma or its equivalent supplemented by training in typing and office procedures, and three years of clerical experience including responsibilities for accurate record keeping.

Licenses & Certificates:

- Valid First Aid Certification (issued by an authorized agency).
- Valid CPR Certification (issued by an authorized agency).
- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Environment: office environment and campus areas to access students and staff. Since work is performed in a school-office environment, employee may be subject to constant interruptions.
- 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 is regularly required to use hands to finger, handle, or feel objects, tools, or controls, and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; push/pull; and taste or smell. Bending at the waist, kneeling or crouching to assist students. Manual dexterity sufficient to operate a computer keyboard. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Hazards: exposure to blood-borne pathogens and bodily fluids.