
**REDDING SCHOOL DISTRICT
JOB DESCRIPTION**

HEALTH CLERK

DEFINITION OF POSITION

Under the supervision of the Principal, to assist in performing a variety of functions pertaining to student health appraisal; to assist in the care of ill or injured students; to administer routine first aid and emergency treatment; and to do other related work as required. This position is part of the classified bargaining unit.

EXAMPLES OF DUTIES – Important duties may include, but are not limited to, the following:

1. Assists with daily health examinations to determine student's readiness for school attendance;
2. Records health appraisal history and the results of health appraisal examinations;
3. Renders first aid treatment to injured and ill students and completes accident reports on students and staff;
4. Sterilizes, disinfects, and bandages minor cuts, abrasions, and burns;
5. Observes pupils for signs of shock and other emergency situations, and takes appropriate remedial action following a predetermined procedure;
6. Takes and records temperatures of ill students, and reports the results to health service or administrative personnel as appropriate;
7. Provides a quiet, comfortable, and calming atmosphere for ill and injured pupils;
8. Performs routine evaluations of student illness and injury situations, and determines the need for emergency, supervisory, or administrative assistance;
9. May give medication prescribed specifically for students by medical authority, following a closely controlled procedure.
10. Contacts parents or other responsible persons regarding ill or injured students;
11. May assist in cleaning and changing of ill students and physically involved students, and in the cleaning and disinfecting of the student health area;
12. Maintains a variety of student records and records pertaining to the health office activities;
13. Follow up on SARB reports related to illness;
14. Complete health histories for IEP needs
15. Maintains first aid supplies;
16. Compiles/maintains health alert and waiver list;
17. Performs clerical duties as needed
18. Performs other related duties as assigned which are reasonably related to the above.

QUALIFICATIONS

1. Knowledge of the principles, methods, and practices of first aid and routine emergency treatment;
2. Knowledge of standard policies and procedures pertaining to student health services
3. Knowledge of equipment, supplies, and terminology commonly associated with a student health facility;

4. Knowledge of emergency service agencies within the close proximity of the assigned school site;
5. Knowledge of record management, storage, and retrieval systems and procedures;
6. Ability to evaluate student illness or emergency situations and determine an appropriate course of action;
7. Ability to type or keyboard at a net corrected speed of 40 words per minute;
8. Ability to understand and carry out oral and written directions;
9. Ability to establish and maintain cooperative working relationships.
10. Performs other related duties as assigned which are reasonable related to the above.

PHYSICAL DEMANDS- The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects;
2. This type of work involves sitting most of the time, but will involve walking or standing for extended periods;
3. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Other: Subject to exposure to communicable or infectious diseases

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Two years of paid experience performing a variety of general office and clerical work, preferably in a student health facility.

EDUCATION

Equivalent to the completion of the twelfth grade, including or supplemented by course work in typing, record management, and general office practices.

REQUIRED LICENSES/CERTIFICATES

1. Possess and maintain valid First Aid and CPR Certificate

HEALTH CLERK

Salary Range: F

BOARD APPROVED: March 20, 2012