

MOUNTAIN VIEW SCHOOL DISTRICT

HEALTH CLERK

DEFINITION

Under general supervision of a nurse or principal, assists in performing a variety of functions pertaining to student health appraisal; assists in the care of ill or injured students; administers routine first aid and emergency treatment in accordance with the law; and does other related work as required.

ESSENTIAL DUTIES

1. Coordinates and assists with the preparation of a variety of examinations pertaining to the health appraisal of students, including physical, vision, and hearing examinations.
2. Records health appraisal history and the results of health appraisal examinations including health screenings and state-mandated reports.
3. Assists in typing and distributing reports concerning the findings of health appraisals and in health appraisal follow-up activities.
4. Provides first aid treatment to injured and ill students.
5. Sterilizes, disinfects, and bandages minor cuts, abrasions, and burns and maintains adequate safety, health, and medical supplies.
6. Observes pupils for signs of shock and other emergency situations, and takes appropriate remedial action following a predetermined procedure.
7. Takes and records temperatures of ill students, and reports the results to health service or administrative personnel as appropriate.
8. Provides a quiet, comfortable, and calming atmosphere for ill and injured pupils.
9. Performs routine evaluations of student health conditions, illness and injury situations, and determines the need for emergency, supervisory, or administrative assistance.
10. Give medication prescribed specifically for students by medical authority, following a closely controlled procedure.
11. Contacts parents or other responsible persons regarding ill or injured students.
12. Assist in cleaning and changing of ill students and physically involved students assisting with personal hygiene including diapers and soiled clothing, and in the cleaning and disinfecting of the student health area.
13. Enters data and maintains a variety of student records and records pertaining to the health office activities including but not limited to verifying immunization data for all district students, identifying students if immunizations do not meet state standards, and completing related state reports
14. Provide information to parents regarding community resources (dental and vision) to assist students in meeting state requirements and may participate in parent and student conferences.

QUALIFICATIONS

Knowledge of:

1. Principles, methods, and practices of first aid and routine emergency treatment;
2. Standard policies and procedures pertaining to student health services;
3. Equipment, supplies, and terminology commonly associated with a student health facility;
4. Emergency service agencies within the close proximity of the assigned school site;
5. Record management, storage, and retrieval systems and procedures.

Ability to:

1. Perform routine first aid and emergency treatment for ill and injured students;
2. Communicate effectively in oral and written form;
3. Evaluate student illness or emergency situations and determine an appropriate course of action;
4. Establish and maintain a variety of files and records;
5. Type or keyboard;
6. Understand and carry out oral and written directions;
7. Establish and maintain cooperative working relationships;
8. Enter, process and retrieve data in a computer;
9. Prioritize and exercise sound judgment with regard to all phases of student health.

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.

- Persons performing service in this position classification will exert 10 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting some of the time, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, handling and working with various materials and objects are important aspects of this job.

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

EXPERIENCE AND EDUCATION

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:

Experience:

Two years of paid experience performing a variety of general office, school or health services related work.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework in health services, record management, and general office practices.

CERTIFICATE REQUIREMENT

Possession of a current First Aid Certificate issued by the American Red Cross, including CPR training.

Possession of a valid California Motor Vehicle Operator's License.