

BERRYESSA UNION SCHOOL DISTRICT
Position Description

JOB TITLE: Health Clerk

Job Purpose Statement: The job of "Health Clerk" is done for the purpose/s of providing clerical support in meeting the health needs of students; documenting and maintaining student health information required by Federal/State/Local agencies; and providing appropriate care and/or referral for ill, medically fragile and/or injured students as may be required.

Essential Job Functions:

- ☐ **Administers** first aid, medication and specialized treatment under direction for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- ☐ **Assists** nurse for the purpose of providing health screening, training, etc.
- ☐ **Compiles** data for reports (e.g. mandated monthly status reports, logs, etc.) for the purpose of assisting the nurse in preparation of required documentation.
- ☐ **Prepares** documentation (e.g. mandated monthly status reports, logs, etc.) for the purpose of providing written support and/or conveying information.
- ☐ **Prepares** and distributes first aid kits to classroom for the purpose of providing supplies for minor injuries;

Other Job Functions:

- ☐ **Assists** other personnel for the purpose of supporting them in the completion of their work related activities.
- X **Participates** in various meetings and staff development for the purpose of sharing information and/or improving skills/knowledge.

Job Requirements - Qualifications:

- ☐ **Experience Required:** Prior job related experience.
- ☐ **Skills, Knowledge and/or Abilities Required:**

Skills to operate standard office equipment; use English in both written and verbal form; use correct spelling, grammar and punctuation; perform basic arithmetic calculations.
- ☐ **Knowledge** of basic first aid and health care practices and procedures; basic symptoms of communicable and other childhood related diseases.

Skills, Knowledge and/or Abilities Required: (continued)

- ∃ **Abilities** to sit for prolonged periods; work independently; understand and carry out oral and written instructions; interact positively with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling, talking/hearing conversations, near/far visual acuity.
- ∃ **Education Required:** High School diploma or equivalent
- ∃ **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance. Standard First Aid and Cardiopulmonary Resuscitation Certificates. Valid California Drivers License

Reports to: Principal

Work Year: 181 days

Salary Placement: Range 7

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the classified Personnel and the CSEA Contract.

Board Approved: July 21, 1998