



Sequoia Union High School District

Job Description

JOB TITLE:	Health Aide/Health Clerk
REPORTS TO:	Site Administrator
CLASSIFICATION:	Classified
SALARY SCHEDULE:	13.0
WORK - YEAR / HOURS:	11 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	6/28/06

DEFINITION

Under immediate supervision of the site administrator and in consultation with the District Nurse performs a variety of health related tasks of above average difficulty. The Health Aide/Clerk renders first aid to pupils, maintains daily records of student attendance and prepares attendance. The Health Aide/Clerk performs a variety of clerical and technical duties related to mandated health screening programs; obtains and maintains student health records, referrals and reports; monitors and implements district health duties and procedures and administers routine first aid to students. The Health Aide/Clerk performs other related work as required.

ADMINISTRATIVE RELATIONSHIP

The Health Aide/Clerk reports directly to an Administrative Vice Principal or Instructional Vice Principal at the school site. The Health Aide/Clerk works in consultation with the District Nurse.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from other clerical positions in that it is a health services position.

The higher position will be at the Health Aide level. Those positions allocated to the level of Health Clerk typically work at a location where a wellness center is located and involves themselves in health matters of less sensitivity, impact and complexity.

Factors affecting position allocation includes degree of specialized knowledge required independent of actions and decisions, the degree of supervision received and the relative nature of duties performed in terms of technicality, variety and the presence of specific guidelines and procedures.

Has a great affinity for and rapport with students of high school age.

LICENSES AND OTHER REQUIREMENTS

- valid first aid and CPR certificate issued from an authorized agency
- Licensed Vocational Nurse certification strongly preferred. Equivalent or comparable experience will be considered.
- valid California driver's license and proof of current California auto liability insurance at the time of appointment, and throughout employment in this classification
- personal automobile for job-related travel

EXAMPLES OF DUTIES

- Provide emergency care
- Administer routine first aid to students
- Establish, obtain and maintain cumulative health and immunization record files for each student
- Assist in the preparation, arrangements and implementation of health testing programs and immunizations
- Participate in health service related training
- Provide information and feedback to staff on student health issues
- Perform a variety of clerical and technical duties related to mandated health screening program
- Maintain health and emergency medical records for each pupil including immunizations and physical exams
- Recommend to the appropriate personnel referrals of students to SAMP, home teaching, and special education programs
- Work with appropriate community agencies to minimize health problems with the school nurse
- Compile and use students health records, reports, and statistical information
- Assist in planning for compliance with communicable diseases immunization laws or control of communicable diseases with the school
- Orient school personnel to district staff health policies
- Attend job-related meetings or activities
- Performs a variety of health related tasks of above average difficulty
- Performs clerical duties as needed for vision, hearing, dental and scoliosis programs
- Provide parents with a variety of health forms and documents
- Waits on public and responds to routine inquiries
- Process athletic clearances, team rosters, CCS records, etc.
- Perform other related duties assigned by the school Principal or Director of Special Education

QUALIFICATIONS

Requirements:

- Operate a variety of office equipment including a copier, fax machine and a computer and assigned software
- Operate a vehicle to travel to multiple school sites to provide health services
- Maintain data base information including spreadsheets

Knowledge of, Skills and Ability to:

- Basic health office practices, terminology, procedures and equipment
- District first aid and attendance accounting procedures
- Basic data entry and word processing methods and programs
- Basic mathematics principles used in record keeping
- Health and safety regulations
- Knowledge on how to handle blood and other body fluids
- Clean and sterile treatment techniques
- Complete specialized health care training as needed
- Communicate with others regarding a variety of health-related activities or concerns
- Learn, interpret, apply and explain District health policies

PHYSICAL REQUIREMENTS

- Candidates must be able to perform essential duties with or without reasonable accommodation
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may weigh approximately 50 pounds and may occasionally weigh up to 100 pounds
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Manual dexterity sufficient to operate a computer keyboard
- Bending at the waist, knelling or crouching to assist students
- May be required to work with harsh and toxic substances