

**JOB DESCRIPTION**  
**Buckeye Union School District**

**HEALTH CLERK II**

**Purpose Statement:**

Under the supervision of the site administrator and school nurse, the Health Office Aide II is responsible to provide care for students who are ill, injured, need medication, etc. Be knowledgeable about and implement student's Individualized Health Plan. The health office aide will provide a variety of health-related clerical duties.

**Essential Functions:**

Provide specialized health care procedures as the needs of the students dictate and as approved and defined by the State Department of Education and Health Services and as prescribed by the credentialed school nurse.

Participates in the administration of nursing care described in Emergency Care Plans, Individualized Health Service Plans, Individualized Education Plans or other written plans of care for students under the direction of the credentialed school nurse.

Provide first aid, cardiopulmonary resuscitation and other physical health care procedures including, but not limited to: limitation care, seizures, cardiac problems, hypoglycemic reactions, hygiene care and safe handling of students with chronic infectious diseases.

Assists in toileting students as needed.

Assists in lifting students from wheelchairs and/or adaptive equipment.

Assists with student health assessments, staff immunization and TB clinics.

Administers specialized physical health care procedures to designated students.

Administers medication and treatments to students according to physician orders and under the direction of the credentialed nurse.

Based on student physician orders conduct glucometer checks, compute carbohydrate intakes and determine and administer amount of insulin needed.

Accompany student on school field trips if needed.

Knowledge of the school nurse's schedule and activities.

Render first aid and care of minor emergencies or illnesses; contact parents or emergency personnel if necessary.

Assist/Administer students with medications according to state/district policies.

Assists in communicable infection and disease control, e.g., inspection for head lice, etc.

Maintain daily records of student visits to nurse's office and action taken.

Refer students with health concerns (emotional and physical) to the nurse.

Monitor health supplies and notify the nurse when supplies are needed.

Assist with maintaining health records and computer input.

Travel to work sites at district schools to perform duties based on need.

Other related duties as assigned.

### **JOB REQUIREMENTS:**

Training and Experience: High school completion or GED; must demonstrate ability and knowledge to work with health and medical needs. RN or LVN at an accredited school. Previous health care experience desirable. General office clerical skills. Additional training will be provided as needed. One year experience as LVN/RN desired. BLS/CPR instructor desirable.

Knowledge and Abilities: Must demonstrate knowledge and ability to work with health and medical needs of students in a sensitive, patient and nurturing manner. Knowledge of universal precautions and bloodborne pathogens. Ability to take direction from school nurse, and/or site administrator. Ability to interact with other employees and parents and maintain confidential information; ability to remain flexible to meet student and program needs. Ability to prioritize, coordinate and organize needs of position with minimal supervision. Ability to communicate by written and oral means.

Working Environment: May perform heavy physical labor requiring ability to lift, carry, push, pull and move heavy objects or materials; occasional standing or walking; periodic handling of lightweight parcels or supplies. Indoor work environment. Work location assignments can vary based on needs of students.

Licenses and Certificates: Current California RN or LVN license. A valid Class C California driver's license, TB test clearance, California Department of Justice fingerprint clearance, proficiency testing, and First Aid and CPR certificates.

Board Approved: June 27, 2012