

## BUCKEYE UNION SCHOOL DISTRICT

**POSITION:** Health Clerk

**DIRECTLY RESPONSIBLE TO:** Principal/Assistant Principal

**BASIC FUNCTION:**

The Health Clerk assists the nurse in providing health care services for students.

**PERFORMANCE RESPONSIBILITIES:**

1. Knowledge of the school nurse's schedule and activities.
2. Rendering first aid and care of minor emergencies or illnesses; contacts parents, nurse, or emergency facilities when appropriate.
3. Assists in communicable infection and disease control, e.g. inspection for head lice, keeping a log of students with communicable diseases.
4. Sets up and maintains student health records and emergency medical records.
5. Responsible for completing accident reports and follow-up records.
6. Maintains daily records of all student visits to nurse's office and action taken.
7. Assists with various health screening.
8. Responsible for sending out health notices as directed.
9. Compiles statistical reports as directed.
10. Keeps an inventory of health supplies and notifies the nurse when supplies are needed.
11. Performs other duties as assigned by administration.

**QUALIFICATIONS:**

**ABILITY TO:**

- communicate by written and oral means
- work cooperatively with school personnel
- be sensitive to the feelings of children and adults
- acquire skills that are needed to assist the school nurse in the health program
- establish good rapport with children and adults

**EXPERIENCE:**

Previous health care experience desirable

**EDUCATION:**

High School graduate or equivalent; general office clerical skills; valid First Aid Certificate; valid CPR Certificate.

SALARY: Range 9 Classified Salary Schedule

Approved: 6/27/89