

## **LIBRARY AND HEALTH CLERK - C**

### **DISTINGUISHTNG FEATURES OF THE CLASS:**

This is a combined position which requires working in both the School Library and Health Office and involves responsibility for performing a variety of non-professional clerical support tasks under direct supervision of Librarian or Registered Professional Nurse. Duties in the School Library include maintaining circulation records, processing new materials, shelving books, and assisting students in the use of library resources, including computers and software titles. Duties in the School Health Office include assisting a school nurse in providing a variety of health services to public school students, maintaining health records, performing basic first aid, and check students for health problems. There is no responsibility for the application of professional nursing skills or providing guidance to students or parents. May also be required to perform duties of a Teacher Aide to assist students with special needs. Supervision of others is not a function of the position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

#### **When assigned to the School Library:**

Aids students in finding and using reference materials

Aids the Librarian in preparing and setting up library displays and bulletin boards;

Shelves returned books, periodicals and other library materials;

Aids in taking inventory of books, pictures and audio-visual materials;

Maintains basic records of circulation and library materials;

Makes minor repairs to library material and equipment such as gluing circulation

slip holders in book covers, mending pages with tape, etc.;

Discards books and materials as directed,

May be responsible for supervision of library in the absence of the Librarian;

May supervise students during brief absence of the Librarian or Teacher;

May type and file catalog cards, reports and orders not requiring the services of a skilled typist.

#### **When assigned to the School Health Office:**

Assists Registered Professional Nurse with conducting visual and auditory screening examinations of students;

Assists Registered Professional Nurse with annual examination of students by weighing and measuring students;

Administers emergency first aid when necessary;

Follows established school procedures for care and reporting of injuries and illnesses;

Assists in the maintenance of cumulative health files for students under the supervision of the School Nurse;

Maintains attendance records, re-admits students, issues special passes and excuses, and makes related telephone calls to parents;

Maintains records on students that are used by School Nurse for preparation of medical reports for transmission to parents;

Stores and inventories health office materials and equipment;

Telephones parents regarding health problems, absenteeism, accidents or related problems;

Consults with Registered Professional Nurse regarding unusual or difficult problems;

Arranges for the transport of sick children home;

Stores students' medications and dispenses them in accordance with their doctor's prescription, instructions and in accordance with New York State Education Department guidelines;

Assists school authorities in verifying and acting upon health related and other attendance problems;

Performs miscellaneous keyboarding tasks that do not require a trained typist;

Performs minor clerical work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of routine health care techniques and their application in a school setting;

Working knowledge of modern office terminology, procedures, equipment and business English;

Working knowledge of basic first aid techniques and skill in their application;

Ability to organize and maintain accurate records and reports;

Ability to understand and follow oral and written instructions;

Ability to establish and maintain comfortable working relationships with students and others;

Ability to make concise oral reports concerning health office activities and findings;

Ability to acquire a working knowledge of library rules and procedures;

Ability to read and shelve books and other reference materials;

Ability to maintain library room discipline;

Ability to write legibly;

Clerical aptitude;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL NOTE:**

Completion of the American Red Cross course "Community First Aid and Safety" is required by the end of the probationary period.