

School Health Clerk

DISTINGUISHING FEATURES OF THE CLASS:

This is a position which requires working in the Health Office and involves responsibility for performing a variety of non-professional clerical support tasks under direct supervision of a Registered Professional Nurse. 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 for health problems. There is no responsibility for the application of professional nursing skills or providing guidance to students or parents. Supervision of others is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

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 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.