

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: HEALTH CLERK—LEAD

DEFINITION:

The Health Clerk—Lead will hold the position of a Health Clerk at the middle school. Under the direction of the Principal, and working in cooperation with the School Nurse, perform or assist with those duties of the health office and the school office as described. In addition, the Health Clerk—Lead is an expert practitioner who thoroughly understands the scope of the position and is able to mentor, support, and train other school Health Clerks (job-alikes).

JOB RELATIONSHIPS:

Evaluated by the Principal; works cooperatively with School Nurse; has direct contact with staff, students, and parents. The specific additional duties associated with the Health Clerk—Lead position are coordinated by the Human Resources Department.

ESSENTIAL DUTIES:

Evaluate and supervise sick pupils.

Render first aid; keep daily first aid logs; maintain first aid supplies for Health Office and first aid kits for classrooms.

Assist students with needed medications; maintain medication records.

Assist with completing student accident reports.

Assist in recording results of hearing and vision tests.

Maintain student immunization and health records.

Assist with collecting and reporting information on communicable diseases.

Provide ongoing communication between parents, school staff, and School Nurse.

May be required to provide Specialized Physical Health Care procedures such as, but not limited to, catheterization, blood glucose testing, glucagon injections, gastrostomy feeding, ostomy care, oxygen administration, respiration assistance via a mechanical nebulizer, tracheotomy care, emergency anaphylactic care, modified chest percussions. May be trained to give life-sustaining medication through injection.

May be required to assist in care, cleaning, and proper disposal of equipment used in health procedures, following the guidelines set forth by California Department of Education and the District.

CLASS TITLE: HEALTH CLERK—LEAD (continued)

June 5, 2007

May be required to assist in care for students' physical needs including diapering, toileting, feeding, lifting, and moving of children as needed to maintain child's health, safety, and comfort.

Answer phones and take messages.

Post and record absences as directed.

Help maintain office in clean attractive order.

Assist secretary in the school office with clerical duties as time permits.

Additional duties assigned to the Health Clerk—Lead may include:

- Representing Health Clerks during district-level meetings
- Working with district departments to implement new procedures
- Organizing and planning training opportunities for job-alikes
- Providing direct training and follow-up support for new employees
- Recommending additional training as needed

NONESSENTIAL DUTIES:

Perform other duties as assigned.

KNOWLEDGE OF:

First aid, general health, health and cleanliness, skin conditions, and symptoms of communicable or other diseases.

Modern office methods, practices, and procedures.

Correct grammar usage.

General office machines.

Keep abreast of current and emerging district systems, procedures, and technologies.

ABILITY TO:

Administer minor first aid and CPR.

Function adequately in emergencies.

Work harmoniously with children, demonstrating broad understanding, tolerance, and acceptance.

Use discretion in handling confidential information.

CLASS TITLE: HEALTH CLERK—LEAD (continued)

Operate simple office machines.

Speak and write grammatically correct English.

Accept directions and intelligently follow instructions.

Work cooperatively with the public, administration, pupils, and fellow employees.

Type at least 45 words per minute accurately.

Drive a vehicle to conduct district business.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent.

Health Clerk experience required.

Paid or volunteer experience working with children in an educational or childcare setting is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Current First Aid Certificate.

Current CPR certification.

Chest X-ray or tuberculin skin test before employment and every four years thereafter.

Current valid California driver's license.

Necessary training in Specialized Physical Health Care procedures provided by the School Nurse.

ENVIRONMENT:

Health Office environment.

School environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to assess injuries and illness.

CLASS TITLE: HEALTH CLERK—LEAD (continued)

June 5, 2007

Lift, carry, push, pull up to 55 pounds.

Full range of motion in upper and lower extremities to assist students with mobility.

HAZARDS:

Communicable diseases.

Contact with bloodborne pathogens.

Board approved: June 12, 2007