

MILPITAS UNIFIED SCHOOL DISTRICT

TITLE: HEALTH CLERK (w/Typing)/ SECRETARY-CLERK	REPORTS TO:	School Principal
DEPARTMENT:	School Office	CLASSIFICATION: Classified
WORK YEAR:	9-1/2 Months	SALARY: RANGE 10[11] 11/12

BASIC FUNCTION:

Prepares, maintains and updates student health records and files; maintains health office and administers first aid. Is responsible for the accurate maintenance of student health records and for timely evaluation and referral of student illnesses and injuries. *Performs clerical, receptionist and general office duties of average or reasonable level of difficulty.* * *Health Clerk duties are first priority over the Secretary Clerk duties as indicated by the E for essential duties.*

ESSENTIAL DUTIES AND REPRESENTATIVE DUTIES:

Prepares and maintains confidential health conditions list, schedules and communications to staff. E

Maintains inventory, supplies and cleanliness in health office, including the refilling of classroom band-aid kits, first aid kits for field trips.

Obtains written doctor's orders and signed parent permission forms and keeps on file for all medications to be administered to students; contacts parents if forms are lacking *or medicines are approaching expiration date*; makes schedule for administration of necessary medications at school.

Files health information in student health record.

Checks for health information on newly enrolled students.

Provides first aid for injuries following District policy.

Under direction of District Nurse, obtains student immunizations and information *and enters into necessary data systems.*

Completes California State Immunization Record (CSIR) and adds to student health record.

Assesses immunization status of each student.

Notifies parent if status is conditional and inform them of what is needed.

Maintains tickler file on conditional students.

Processes all returned information from parent - obtains health file, assesses, and adds information to CSIR and to student health record *and other necessary data systems.*

Notifies the District Nurse of the need for exclusion for non-compliance.

Maintains a list of teacher referrals for District Nurse.

~~*Assists with clerical support functions.*~~

Ma assists with enrollment of students, health-related activities, field trips, preparing bulletins, attendance, student passes and appointment slips, and lunch counting or other specialized duties as assigned by the position.

May provide information concerning policies and procedures of assigned school or program; communicate with parents and with other agencies and departments to provide or obtain a wide variety of information.

May compile information and prepares and maintains logs, files and records.

May receive and screen phone calls and visitors, assist principal's secretary with substitute assignments, take and transmit messages; provides information and direct inquiries and visitors to the proper person or office.

May prepare, format, type, proofread and duplicate a variety of records and materials.

May receive, screen, and route mail.

Operates computers and peripheral equipment to enter, revise and update information.

Performs related duties as required.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENTRANCE QUALIFICATIONS:

Any combination equivalent to: Graduation from high school *including/supplemented by courses in typing and office practices; and one (1) year of general office clerical and typing experience. Additional college training or office and typing experience is desirable.* Ability to pass the District Proficiency Examination at the level appropriate to the job classification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE:

Standard office procedures and practices

Proper telephone techniques

Correct English usage, grammar, vocabulary and layout for letters and reports.

Knowledge of correspondence and compilation of data and information for reports.

Principles of community, staff and students relations.

Basic arithmetic.

Filing and record keeping.

Basic principles of student training and supervision.

Good public relations sense in contacting parents, public, school administrators and teachers.

Personal computer and related software.

ABILITY TO:

Learn and apply district policies and procedures related to student health care/record keeping.

Operate a variety of standard and specialized office machines and equipment such as calculator, computer terminal, copying equipment, laminator, etc.

Type/keyboard 45 wpm from clear copy.

~~Word processing is desired.~~ *Enter Data efficiently*

Maintain cooperative working relationships with those contacted during the performance of required duties.

Operate an office activity under pressure and interruptions.

ABILITY TO:

ABILITY TO CONTINUED:

Follow through/follow-up on several activities.

Statistical typing at an average rate.

Use good judgment and understanding.

Display mature work habits.

WORKING CONDITIONS:

ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

School nurse's office; inside environmental conditions.

Office environment: subject to eyestrain from computer terminal.

PHYSICAL ABILITIES:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sitting or standing for extended periods of time; reaching overhead and horizontally to retrieve and store supplies; **frequent lifting (up to 35 pounds)** kneeling or crouching; hearing and speaking to exchange information **in person and on the telephone**; seeing to observe students symptoms and injuries; lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.

Vision (which may be corrected) to read small print; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; lower body mobility may not be required; work at a ~~video display~~ computer-terminal for prolonged periods; seeing to prepare and proofread documents; dexterity of hands and fingers to operate a computer keyboard and other office equipment.

HAZARDS:

Exposure to and contact with blood and other body fluids; exposure to communicable diseases; wear protective apparel including goggles, face protectors, aprons, shoes and oxygen breathing apparatus.

LICENSES:

Possess and maintain a valid California Motor Vehicle Operators License.

Possess and maintain a valid First Aid or CPR Certificate - obtain within the first two months of employment.

***NOTE FOR CLASSIFICATION:**

If incumbent has not passed the typing test of 45 wpm, such person will receive a salary one range below.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional related duties are performed by the individuals currently holding this position and additional duties may be assigned.

06/96

11/97

11/99

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