

## ORANGE UNIFIED SCHOOL DISTRICT

### **HEALTH CLERK (SECONDARY)**

Under general supervision, provides first aid and emergency services including administration of prescribed medication; notifies parents and others in case of emergency; maintains student health records; processes student insurance forms; assists in other health office activities; and does related duties as required.

#### Representative Duties

Provides first aid to students in case of accidents or serious illnesses including administration of prescribed medication; notifies parents, hospitals and/or paramedics for serious emergencies; may drive students and/or staff to homes, doctors offices, or hospitals;

Assists School Nurse in recording vision and hearing tests, immunizations and student health assessment information; maintains student health records and changes; maintains clean, sanitary, and orderly health office; provides first aid kits to classrooms; orders and stocks first aid and other supplies; arranges health conferences with parents; prepares reports for District, County and State;

Processes student insurance forms; initiates and prepares accident reports; attends training conferences; maintains Nurse's schedule;

Performs typing, record-keeping, record-checking and other general health office duties; operates duplicating equipment; provides telephone and in-person information properly; learns and applies school health policies and procedures;

Assists with registration, attendance, and other work of other desks as required.

#### Organizational Responsibilities

Positions in this class normally report administratively to the Assistant Principal (or Principal) and receive technical supervision from the school's School Nurse. Student helpers may be supervised by these positions.

Because the Nurse is available only on a part-time basis, this provides some increase in responsibilities and judgment. There are peak load periods in handling students, requiring organization and efficiency.

Most positions in this class assist or backstop other desks, and normally have other duties, such as milk, free or reduced price meals and similar activities.

### ENTRANCE QUALIFICATIONS GUIDE

#### Training and Experience – Equivalent to:

Graduation from high school, including or supplemented by courses in typing and office practices; and

Two years of responsible office experience, including record-keeping and the learning of new procedures and equipment.

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**Equivalencies:** Experience may substitute for education on a year-for-year basis up to two years.

Knowledge and Abilities

**Practical knowledge of:** basic first aid procedures necessary to be rendered in emergencies; standard methods of overseeing secondary students.

**Knowledge of:** English, record-keeping, arithmetic, and office procedures; safe working methods and procedures.

**Ability to:** learn special procedures rapidly; follow written and oral instruction carefully; meet and communicate with students and parents effectively; handle emergency situations calmly and efficiently; exercise judgment and discretion in handling confidential records and confidential information relating to students and homes; keep records and prepare reports.

Skills

Typing: 40 wpm

Licenses

A valid First Aid Certificate, issued by the American Red Cross, or equivalent. (to be obtained at time of appointment)

A Cardio-Pulmonary Resuscitation Certificate, to be obtained within six months after appointment.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Light Work:

Lifting, pushing and/or pulling objects normally does not exceed 50 pounds and is an infrequent aspect of the job.

Mobility:

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Positions in this class require the mobility to stand, stoop, reach and bend.

Other Conditions:

Incumbents of positions in this class may be required to use personal vehicle in the course of employment;

Incumbents may be exposed to infectious diseases;

Incumbents may be required to work around foul odors

Incumbents are required to obtain special training necessary to provide routine medical services to students with medical disabilities;

Incumbents are designated as "Child Care Custodians" pursuant to the provisions of the Penal Code.