

# SOUTH SIOUX CITY COMMUNITY SCHOOLS

## HEALTH CLERK

<b>Reports to:</b>	<b>Student Services</b>
<b>Classification:</b>	<b>Classified</b>
<b>FLSA Status:</b>	<b>Non Exempt</b>
<b>Terms of Employment:</b>	<b>Days according to school calendar as approved by board policy</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the Board of Education</b>

### JOB SUMMARY

Under general supervision, to assist in performing a variety of functions pertaining to the student health program; to assist in the care of ill or injured students; to administer routine first aid and emergency treatment; to perform general clerical functions in the student health program; and to do other related work as required.

### PERFORMANCE RESPONSIBILITIES

- Assist with the preparation and conduct of a variety of examinations pertaining to the health appraisal of students, including physical, vision, and hearing examinations.
- Record health appraisal history and the results of health appraisal examinations Coordinate online enrollment at Kindergarten round-up (work with the Principals and Technology Department)
- Assist in preparation and distribution of reports concerning the findings of health appraisals and in health appraisal follow-up activities. Track all movements in enrollment, registrations, transfers and withdrawals
- Render first aid treatment to injured and ill students. Develop, maintain and enforce enrollment procedures
- Sterilize, disinfect, and bandage minor cuts, abrasions, and burns.
- Observe pupils for signs of shock and other emergency situations, and take appropriate remedial action following a predetermined procedure.
- Take and record temperature of ill students, and report the results to health service or administrative personnel as appropriate.
- Provide a quiet, comfortable, and calming atmosphere for ill and injured pupils.
- Perform routine evaluations of student illness and injury situations, and determine the need for emergency, supervisory, or administrative assistance.
- May give medication prescribed specifically for students by medical authority, perform emergency medication injections following a closely controlled procedure, and change catheter bags.
- Contact parents or other responsible persons regarding ill or injured students.
- Maintain a variety of student records and records pertaining to the student health service office functions.
- May issue readmit slips to students who have experienced illness or injury.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires being honest and ethical.
- Perform other tasks as assigned.

### EDUCATION AND/OR EXPERIENCE

- Two years of paid experience performing a variety of general office and clerical work, preferably in a student health facility.
- Equivalent to the completion of the twelfth grade, including or supplemented by course work in typing, computer record management, and health facility office practices.
- Possession of a current First Aid Certificate issued by the American Red Cross, which includes CPR, catheterization processes, blood borne pathogen practice training.

**REQUIRED KNOWLEDGE AND SKILLS**

- Perform routine first aid and emergency treatment for ill and injured students.
- Communicate effectively in oral and written form.
- Evaluate student illness or emergency situations and determine an appropriate course of action.
- Basic statistical and record-keeping techniques.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- District policies and procedures.
- Service-related people skills
- Principles, methods, and practices pertaining to catheterization processes, blood borne pathogens, first aid and routine emergency treatment.
- Standard policies and procedures pertaining to student health services.
- Equipment, supplies, and terminology commonly associated with a student health facility; School District.

<b>Physical Requirements Health Clerk</b>		Item is not a requirement of the job NE	Occasional -- up to 33% of time NE	Occasional/Essential -- up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous -- over 66% of time E
<b>E = Essential</b> <b>NE = Non-Essential</b>						
<b>Stamina</b>						
1. Sitting					X	
2. Walking					X	
3. Standing				X		
4. Sprinting/Running		X				
<b>Flexibility</b>						
5. Bending or twisting at the neck more than the average person				X		
6. Bending or twisting at the trunk more than the average person				X		
7. Squatting/Stooping/Kneeling				X		
8. Reaching above the head				X		
9. Reaching forward				X		
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)			X			
<b>Activities</b>						
11. Climbing (on ladders, into large trucks/vehicles, etc.)		X				
12. Hand/grip strength				X		
13. Driving on the job			X			
14. Typing non-stop			X			
<b>Use of Arms and Hands</b>						
15. Manual dexterity (using a wrench or screwing a lid on a jar)				X		
16. Finger dexterity (typing or putting a nut on a bolt)				X		
<b>Lifting Requirements</b>						
17. Lifting up to 10 pounds (Mark all that apply)						
Floor to waist				X		
Waist to shoulder				X		
Shoulder to overhead			X			
18. Lifting 11 to 25 pounds (Mark all that apply)						
Floor to waist			X			

Waist to shoulder		X			
Shoulder to overhead	X				
19. Lifting 26 to 50 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead	X				
20. Lifting 51 to 75 pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
21. Lifting 76 plus pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?		X			
<b>Pushing/Pulling</b>					
23. 25 to 50 pounds			X		
24. 51 to 75 pounds			X		
25. 76 to 90 pounds	X				
26. Over 90 pounds	X				
<b>Carrying</b>					
27. 10 to 25 pounds			X		
28. 26 to 50 pounds		X			
29. 51 to 75 pounds	X				
30. 76 to 90 pounds	X				
31. Over 90 pounds	X				