



JOB DESCRIPTION
Health/Clerical Aide – Elementary

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The Health Clerical Aide, under the general supervision of the Principal and under the immediate guidance and direction of a licensed registered nurse, assists the school nurse by assuming routine recordkeeping activities, providing minor first aid care, and conducting health screenings at campus levels.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED
- One year experience in health-related position, including contact with school age children, preferred

ADDITIONAL REQUIREMENTS:

- If position is itinerant (two schools), must provide current insurance for vehicle used in daily travel between schools
- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of basic first aid and cardio pulmonary resuscitation (CPR) preferred
- Effective organizational and communication skills
- Proficient keyboarding and file maintenance skills
- Ability to remain calm in an emergency situation
- Ability to communicate effectively (verbal and written)
- Ability to perform skilled care procedures through the direction and guidance of the campus registered nurse

DUTIES AND RESPONSIBILITIES:

1. Maintains confidentiality in accordance with FERPA & HIPAA guidelines.
2. Follows procedures as outlined in the American Red Cross First Aid techniques.
3. Keeps clinic clean and sanitary and assists with displays, bulletin boards, etc.
4. Posts all health information on health cards as soon as possible.
5. Completes health services reports and referrals, as required by the proper agencies and school officials, regarding teen pregnancies, drug abuse, child abuse, communicable disease, and mental health problems.
6. Compiles students health lists for distribution to faculty.
7. Updates immunization records monthly and notifies parents of impending immunizations.
8. Assists with maintaining supply inventory and requesting supplies as needed.
9. Monitors vital signs of students and faculty if necessary.
10. Maintains a daily log of health office activities, including reportable accidents, communicable disease data, and referrals to school nurse.
11. Administers medication to conform to Board Policy.
12. Assists with and/or conducts screening activities including measuring height and weight, testing vision and hearing, and examining spinal cord and scalp to meet state requirements, makes referrals.
13. Uses Universal Precautions Procedures when cleaning all body spills and providing wound care.
14. Assists secretary to principal with general office procedures including attendance accounting, student records, and follow-up on absenteeism, answering the phone and filing.

15. The foregoing statements describe the general purpose and responsibilities assigned to this job and do not represent an exhaustive list of all responsibilities, duties, skills that may be required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to concentrate (verbally and written), interpret, reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, compute, instruct, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs, ramps, balance, stoop, kneel, crouch, pull, push, reach, repetitive hand motions, hear, speak, and maintain visual acuity, and distinguish colors. Ability to work both inside and outside, work with noise, on slippery or uneven surfaces, chemical exposure, work with hands in water and work alone. Maintain emotional control under stress. Exposure to biological hazards, bacteria, and communicable diseases.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Thermometer, blood pressure cuff, audiometer, otoscope, sphygmomanometer, vision screening equipment, thermoscan, basic clinic equipment and basic office equipment.

Paraprofessional Pay Grade: 3

Days: 185

Wage/Hour Status: Nonexempt

Updated: September 4, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.