

**Escondido Union High School District  
Job Description**

**Job Title:** Health Office Clerk  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Administrative Support and Related Classes  
**FLSA Status:** Nonexempt  
**Salary Level:** 20  
**Approved By:** Board of Education  
**Approved Date:** 8/27/13

**NATURE OF WORK**

Under the guidance of the District Nurse and Student Healthcare Specialist, perform a wide variety of skilled clerical and first aid support in meeting the health needs of students and staff; documenting and maintaining student health information required by Federal, State and Local agencies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Under the guidance of the school nurse, provide basic first aid and/or immediate care to ill and injured students and staff.

Determine when ill/injured students need to go home; notify parent(s).

Under the guidance of the school nurse, administer oral and emergency medications to students according to district policies, Education Code and as prescribed by student's physician.

Maintain and update student health history records and assure immunizations are current.

Maintain daily logs and compile statistical reports of Health Office activities to submit to district office.

Prepare monthly reports for Medi-Cal billing.

Record and submit seizure or accident reports.

Maintain supplies and disaster equipment for health office

Assist in coordinating schedule to test all 10<sup>th</sup> grade students for mandated 10<sup>th</sup> grade vision and hearing screening.

Enter information into computer to prepare correspondence, attendance records, daily bulletins.

Using Word Processing software, types letters, reports, records and other materials from rough draft or general instructions.

Prepare and enter information onto forms such as supply requisitions, work orders, personnel requisitions, evaluation forms, etc.

Proofread records or forms.

Perform a variety of clerical support including sorting and filing records, sort and distribute mail; preparing mailings and stuffing envelopes.

Answer telephone, convey messages, and run errands.

Photocopy; collate.

May greet visitors, answer questions, provide information and assist students, parents or staff.

May maintain records in data base.

### **QUALIFICATIONS**

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.

### **CERTIFICATIONS/LICENSES/REGISTRATIONS**

Current 1<sup>st</sup> Aid/CPR/AED/ Certification

Current California Drivers' License

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); and one year of general clerical experience.

### **KNOWLEDGE OF:**

Modern office methods, practices and procedures; standard office machines including computers; correct English usage, spelling, punctuation and grammar.

### **ABILITY TO:**

Perform a wide variety of clerical work accurately and efficiently, with frequent interruptions; operate office equipment such as computer terminal, microcomputer, typewriter and photocopier; perform data entry with speed and accuracy; keyboard or type at a net corrected speed of 40 words per minute; maintain confidentiality; use good judgment regarding appropriate action to assist injured or sick students; demonstrate an understanding, patient, and receptive attitude toward children and youths; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; have an understanding and appreciation of human diversity.

### **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK 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.

The noise level in the work environment is usually moderate.

**COMMENTS**

As a representative of the Escondido Union High School District, the individual assigned to this position must present a professional appearance and service oriented behavior, treating students, parents and staff with courtesy, compassion and respect.