

ATTENDANCE/HEALTH CLERK – ELEMENTARY

Job Summary

For Attendance Clerk portion of classification: Under general supervision, organizes and maintains records, does standard typing and data entry; acts as receptionist and telephone receptionist; backstops and assists other office positions; learns and applies regular office procedures and policies; and performs related duties as required.

For Health Clerk portion of classification: Under general supervision, learns and applies specialized procedures involving Education Code, State Laws, District policy and procedures and school policies; handles a heavy volume of student traffic and trains and supervises student workers; provides first aid at school site, administers authorized medications to students, and provides other authorized care for students; assists the School Nurse who conducts health screening programs and other health services; performs a variety of complex clerical work and maintains specialized records with detailed accuracy. Performs duties in accordance with established district Health Services procedures and under supervision of a school administrator and under supervision of the Coordinator Health Services and/or School Nurse available either in person or by telephone. Estimates the seriousness of student illness and injury to determine whether a parent should be contacted, if emergency medical services should be obtained, or whether rest, minor first aid, or no first aid procedures are necessary. Performs related duties as required.

Essential Duties and Responsibilities

For Staff Clerk portion of classification, these functions are representative and may not be present in all positions in the class.

1. Applies school, office and district procedures to clerical duties according to legal and District policy requirements.
2. Performs receptionist duties including phone calls and front office interaction with school staff, District personnel, and the community.
3. Maintains various files, cum folders and other records accurately.
4. Processes and implements registration and withdrawal procedures.
5. Performs regular and specialized typing, filing, copying, and clerical duties.
6. Receives and delivers messages.
7. Assists with purchase requisitions, payroll, work orders, budget and related functions.
8. Maintains attendance records and reports.
9. Performs various types of student record keeping duties.
10. Performs typing and photocopying for teachers, other staff members, and District support personnel.
11. Distributes school and district-wide materials.
12. Assists in maintaining payroll, personnel data and similar records.
13. Assists and relieves other desks and office activities.
14. Performs related duties as required.

For Health Clerk portion of classification, these functions are representative and may not be present in all positions in the class.

- Administers first aid for minor or major injury and illness according to standard first aid, and district Health Services procedures.

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- Follows authorized procedures in event of emergencies pending arrival of a parent, ambulance or medical professional.
- Notifies school and district administration as appropriate, at the earliest possible moment, in instances of serious illness and injury.
- Makes telephone calls to parents/designee of ill or injured students when indicated and when students need to leave school for health reasons.
- Assists principal/designee in completing student and employee accident reporting procedures including CAL OSHA requirements for employees.
- Assists the School Nurse in preparing for vision, hearing, scoliosis, and other medical screenings and by performing the charting of results and other follow-up clerical duties.
- Prepares and sends Health Office correspondence to parents.
- Evaluates and maintains health, immunization, TB test, and required physical exam records for students, records pertinent and specialized information, and does follow-up as indicated.
- Stores prescribed medication providing appropriate security; administers medication according to written physician/parent authorization and district Health Services procedures; and maintains Medication Log documentation.
- Performs, with detailed accuracy and confidentiality, all Health Office clerical work and preparation of State mandated reports.
- Requisitions and maintains Health Office and classroom first aid supplies and inventories; assists principal/designee in the ordering and maintenance of disaster first aid supplies.
- Oversees and assists in the maintenance of a sanitary Health Office.
- Assists medically involved students according to standardized physical health care procedures developed and monitored by the School Nurse and maintains appropriate documentation and/or reports.
- Inspects students for head lice and performs related follow-up.
- Consults with the Coordinator Health Services and/or School Nurse regarding matters of concern and problem solving.
- Attends regular Health Clerk meetings and trainings.
- Communicates with parents about lunch program; examines and submits lunch applications as needed; and provides other assistance for Nutrition Services.
- Communicates with the School Nurse, Teachers, and Administrators regarding health problems of students.
- Handles a heavy volume of student contacts; provides related supervision; prepares and signs student call and admit slips.
- Refers to the School Nurse and/or Administrator as appropriate those students with signs or symptoms indicating need for assessment and any related follow-up and/or referral.

- Completes Outdoor School procedures regarding student health and medication needs.
- Performs related duties as required.

Qualification Guidelines

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

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Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and skill qualifies for this position. A typical way to obtain the required knowledge and skill would be: Graduation from high school or equivalent, including or supplemented by courses in typing and office practices and two (2) years of responsible office experience, including record keeping and the learning of new procedures and equipment. Type 40 wpm required.

Knowledge of:

- English usage, grammar, spelling, punctuation, and composition.
- Basic math.
- Filing and record keeping procedures.
- Principles of effective staff and student relationships.
- Modern office equipment and procedures.
- Standard business office procedures.
- School organization and objectives.
- First Aid techniques and procedures including CPR, with training and certification kept current.
- Emergency injection techniques and other emergency procedures, with annual and periodic on the job training.
- Appropriate safety precautions and procedures.

Skills and Ability to:

- Work under peaks of pressure and interruption while continuing assigned duties responsibly.
- Develop and maintain harmonious personal working relationships with staff, students and public.
- Initiate and respond to one-on-one and telephone communications with parents, students, and related contacts effectively and courteously.
- Understand and carry out oral and written instructions.
- Learn new and changing procedures rapidly.
- Read, interpret and apply school procedures, District policies and procedures, and technical materials which have legal implications.
- Understand and implement District Health Services procedures with competence.
- Check, post, file and maintain complex records largely on one's own responsibility for accuracy.
- Understand school and District objectives and complete statistical reports.
- Operate a typewriter and/or computer accurately.
- Be bilingual if work location requires Spanish or other foreign language skills.
- Administer first aid including CPR.
- Remain calm in emergency situations.
- Cooperate with and backstop other desks and activities.

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Physical Requirement and Working Conditions

Light Work:

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

Mobility:

Require mobility to stand, bend, reach and stoop. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Vision:

Require vision (which may be corrected) to read small print.

Other:

May be exposed to infectious diseases including blood borne pathogens. May be required to work around foul odors. May be required to use personal vehicle in the course of employment. May be required to work at a video display terminal for prolonged periods.