

## **JOB TITLE: HEALTH CLERK**

**JOB SUMMARY:** The Health Clerk will assist the nurse in meeting the health needs of students in the school. You will do clerical duties, attend to sick or injured students, dispense medications, maintain the health room, and work with students, parents, and teachers in a service-oriented manner.

**MINIMUM QUALIFICATIONS:** First Aid and Hands on CPR Certification must be maintained without interruption during term of employment.

### **ESSENTIAL RESPONSIBILITIES:** (regular-consistent-frequent)

- Work together with the RN and office/secretarial staff to ensure continuity and follow standard procedures in the health room.
- Perform clerical duties including creating and updating permanent health records and recording and filing screening or examination results.
- Attend to sick students. Determine if parents should be called or student is returned to the classroom. Promote the students' problem-solving and self-care.
- Administer first aid to injured students in emergencies. 911 should be called. Consult with RN or Nurse Supervisor.
- Call RN for serious injury or illness, including to teeth, head, fracture, deep laceration, seizure, temperatures above 100.4 degrees, all rashes, bee sting reactions, asthma, or breathing difficulties. Send notes emails or phone calls to parents for students with head bumps or eye injury.
- Facilitate change of clothes for incontinent students.
- Call teachers if students come into the health room from recess and need to stay after class resumes.
- Enter every student/staff "office visit" into the computer. Note the need for any nurse follow-up, student health problems, first aid performed, medication given, or chronic visitors.
- Dispense all medications following the "6 Rights", district policy, and state law. (Parents' and physician's written permission, original container, and in a locked cabinet.) Call students if they forget.
- Maintain health room supplies and cleanliness including orderly supplies, reordering, and following procedures when cleaning.
- Organize a "Dental Day" for students twice a year.
- Maintain accurate immunization records.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:** The daily work is generally performed in an indoor office environment with frequent interruptions. The usual and customary methods of performing the job's functions require the following physical demands: sitting or standing for prolonged periods; hearing and speaking to exchange information in person or on the telephone; some kneeling, bending, twisting, moderate lifting, walking, reaching, carrying, pushing and/or pulling; fine finger dexterity. The employee is frequently required to: visually concentrate on detail; and be dexterous and/or precise. The employee will be exposed to loud noises from children's activities; student illness and/or injuries; normal levels of office dust; a computer display terminal; office machines and their required chemicals.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge** to/of: keyboarding; performing basic math, including calculations using fractions, percentages, and/or ratios; reading, writing, and communicating clearly; writing documents following prescribed formats; presenting information to others; solving practical problems; district, state and federal regulations, policies and requirements pertaining to department services; in pertinent department and office policies and procedures; business telephone etiquette.

**Skills** to perform multiple tasks with a potential need to upgrade skills to meet changing job conditions; operate standard office equipment including a variety of software programs; perform standard clerical procedures; utilize Microsoft Office software, and/or other current software, including advanced applications in Word, Excel, Access, Power-Point, Publisher and Google platforms; prepare and maintain accurate records; maintain tact in all situations; be organized, dependable and flexible.

**Ability** to establish and maintain cooperative, positive, and effective communication and working relationships with District personnel, parents, students, and the public; create and maintain databases; navigate the internet; operate email applications; learn various software programs; setup and maintain accurate filing systems; adapt to changing priorities; retrieve information upon request; organize and prioritize tasks; attend to detail; maintain accuracy and follow tasks through to completion; deal with sensitive information; maintain and honor strict confidentiality; organize and coordinate multiple activities simultaneously and meet established timelines; remain consistent, calm and fair under pressure; work effectively as a member of a team; work independently with minimal supervision; maintain regular and punctual attendance.

**WORK RELATIONSHIPS:** Reports to building principal or designee. Daily interaction with building staff and students. Significant interaction with parents. Regular interaction with district administration staff. Occasional interaction with the public.

**UNION AFFILIATION:** Public School Employees of Washington (PSE)

**FLSA STATUS:** Non-Exempt

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This job description, revised **9/2023** is intended to describe the essential functions of the position, the level of knowledge, skills, and abilities typically required, and the scope of responsibility, however, it should not be considered an all-inclusive list of work requirements. Individuals may perform other related duties as assigned, including work in other functional areas, to cover absences or relieve, equalize work periods, or otherwise balance the workload within the location/district. Changes to the position description may be made at the employer's discretion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

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Employment with White River School District is on a conditional basis pending: an approved criminal background clearance through OSPI, which includes checks through the Washington State Patrol and Federal Bureau of Investigation; and completion of an Employment Eligibility Verification form (USCIS Form I-9) presenting proof of identity and employment authorization status.

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The White River School District does not discriminate in any programs or activities based on sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal. It provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Sunday Ferris, [sferris@whiteriver.wednet.edu](mailto:sferris@whiteriver.wednet.edu), (360) 829-3823, Section 504/ADA Coordinator, Molly Lutz, [mlutz@whiteriver.wednet.edu](mailto:mlutz@whiteriver.wednet.edu), (360) 829-3959, and Civil Right Compliance Coordinator Sunday Ferris, [sferris@whiteriver.wednet.edu](mailto:sferris@whiteriver.wednet.edu), (360) 829-3823. White River School District, P.O. Box 2050, Buckley, WA 98321.

I have read and understand and have received a copy of this job description. My signature acknowledges that I can perform this position's essential and other functions with or without reasonable accommodations.

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_