

**Santa Monica-Malibu Unified School District
Board of Education Meeting
ADDENDUM TO THE AGENDA**

February 17, 2011

TABLE OF CONTENTS

CONSENT ITEMS

A.17a Establishment of New Classification – Health Clerk
ADD: Agenda item (*pages 2-2c of this addendum*)

MAJOR ITEMS

DISCUSSION ITEMS

INFORMATION ITEMS

SW

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/17/11

FROM: TIM CUNEO / DEBRA MOORE WASHINGTON

ADDENDUM

RE: ESTABLISHMENT OF NEW CLASSIFICATION – HEALTH CLERK

RECOMMENDATION NO. A.

It is recommended that the Board of Education approve the establishment of the new classification of Health Clerk.

COMMENTS: This item first came forward for discussion at the February 3, 2011, board meeting. During that discussion, the board requested that this item return for action at the next meeting. Following board action, the Personnel Commission will classify the position, set minimum qualifications, and designate the appropriate salary placement.

Upon establishment of the Health Clerk classification, the district will be able to include the position in future planning for health services.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Department of Human Resources

CLASSIFIED JOB DESCRIPTION
HEALTH CLERK

DEFINITION

Under the general supervision of the Principal, in consultation with the Director of Student Services and the District Nurse, the Health Clerk engages in a variety of health-related tasks of above average difficulty. The Health Clerk performs clerical and technical duties related to mandated health screening programs; obtains and maintains student health records, referrals and reports; monitors and implements district health duties and procedures, and administers routine first aid to students. The Principal oversees the health office on a day-to-day basis.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other clerical positions in that it is a health services position. Incumbents have knowledge of health office skills including health practices, technology, basic health and safety procedures, and the ability to communicate with others regarding a variety of health-related activities or concerns. Incumbents will learn, interpret, apply and explain district health policies and procedures. The Health Clerk will receive training by, and work collaboratively with, the District Nurse.

TYPICAL DUTIES:

- Attend to sick and injured students in the health office
- Administer routine first aid to students
- Assist with medication administration
- Carry out emergency care and procedures, as trained by the District nurse
- Establish, obtain and maintain cumulative health and immunization record files for each student, including physical exams and emergency medical records
- Maintain daily logs of student visits
- Maintain health office files and supplies
- Keep the health office clean and orderly
- Participate in ordering and maintaining supplies
- Maintain and file health office records in a confidential manner
- Receive and relay telephone messages
- Perform clerical activities to assist the District nurse in scheduling and completing mandated health screenings
- Record standardized information on the health record, i.e. height, weight, vision, hearing, immunizations, etc.
- Assist in communicable disease prevention
- In collaboration with the District nurse, work with community agencies to minimize health problems
- Maintain first aid kits
- Assist school administration in planning for compliance with communicable disease immunization laws or the control of communicable diseases

- Provide a wide variety of routine clerical duties, including computer data entry of health information and the filing of health records and incident reports
- Perform other related work as required

QUALIFICATIONS

Knowledge of:

1. Principles and practices of basic first aid;
2. Basic health office practices, terminology, procedures and equipment;
3. Basic child development as it relates to student health issues;
4. Oral and written communication skills: correct English usage, grammar, spelling, punctuation and vocabulary;
5. Basic mathematics principles used in record keeping;
6. Basic computer applications, including data entry and word processing;
7. Health and safety regulations;
8. Clean and sterile treatment techniques;
9. Personal hygiene practices.

Ability to:

1. Communicate effectively with students, public and staff;
2. Communicate effectively in oral and written form;
3. Effectively utilize computer technology in day-to-day work;
4. Work cooperatively with parents, students and staff;
5. Show sensitivity to cultural and religious differences;
6. Maintain confidentiality of student records in accordance with district, state and federal mandates and other specified legal requirements or policies;
7. Establish and maintain cooperative and effective working relationships;
8. Work calmly in stressful or emergency situations;
9. Learn, interpret, apply and explain District health policies.

EXPERIENCE AND EDUCATION

Education:

Associate's degree (AA) or its equivalent is preferred.

Experience:

Experience in the medical field or training program preferred.

CERTIFICATIONS, LICENSES AND CONDITIONS

Certification Requirements

- First Aid and CPR certification
- Possession of an Emergency Medical Technician or vocational nurse certificate preferred. Equivalent or comparable experience or participation in college/training programs recommended

License Requirement

Possession of a valid Motor Vehicle Operator's License

Condition of Employment

Insurability by the District's liability insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Candidates must be able to perform essential duties with or without reasonable accommodation
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may weigh approximately 50 pounds, and may occasionally weight up to 100 pounds
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Manual dexterity sufficient to operate a computer keyboard
- Bending at the waist, kneeling or crouching to assist students
- May be required to work with harsh and toxic substances

Established
Board of Education:

Approved
Personnel Commission:
