

**Health Room Clerk**  
*School District Position Description*

**Position Title:** Health Room Clerk

**Department:** Health

**Reports to:** Building Principal and Registered Professional Nurse

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**SUMMARY:** Provides first aid and health services to school-aged children under the direct supervision of the Registered Nurse and building Principal.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Works under direct supervision of Registered Professional Nurse.
- Observes students on a regular basis to detect health needs.
- Administers medication and treatments prescribed by physician.
- Conducts health and vision screenings.
- Maintains up-to-date cumulative health records on all students.
- Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters.
- Assumes, in the absence of a physician, for the care of a student or staff member who has suffered an injury or emergency illness.
- Participates with school staff in developing and implementing total school health program.
- Advises school personnel in establishing sanitary conditions in school.
- Implements board policy on exclusion and readmission of students in connection with infectious and contagious disease processes.
- Attends committee meetings and conferences regarding health service and health curriculum as part of continuing education units.
- Collaborates with other professionals in planning to assure quality of health care provided to students.
- Assists students, families, and school personnel to achieve optimal levels of wellness through health education.
- Performs other duties assigned by the building principal.

**QUALIFICATIONS:** CNA, CMT, First Aid, CPR etc. certifications preferred.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of Professional personnel

**TERMS OF EMPLOYMENT:** Nine+ month employee. Salary to be established by the Board of Education