

BUENA PARK SCHOOL DISTRICT

HEALTH CLERK

DEFINITION:

Under general supervision of the school principal and district Coordinator of Health Services (School Nurse), to perform a variety of health care-related activities; to assist students individually or in small groups with the education program for students with special needs; and to do other related work as required.

EXAMPLES OF DUTIES:

Assists in preparing classroom to be used by students; prepares and develops teaching aids; confers with school staff regarding student specialized health care needs and procedures; may lift and hold children who wear braces or are unable to lift themselves; may assist with student physical/health care requirements and therapy; may administer medication in accordance with specific medical instruction; performs routine first aid which may include assisting children experiencing seizures or respiratory problems; may assist with lunch and/or feeding students; request appropriate assistance for serious pupil injury or illness; may participate in parent conferences; discuss students' behavior and progress with school staff; performs other related duties as required.

QUALIFICATIONS:

Knowledge of:

Basic methods of instruction; the special needs or requirements of physically involved students; effective behavior modification techniques; appropriate English usage and basic arithmetical concepts.

Ability to:

Engage in strenuous physical activity; physically care for students including feeding and lifting; follow explicit professional instructions regarding the needs and activities of the students; learn the operation of medical equipment necessary to meet the physical needs of the students; work effectively with preschool through eighth grade level; maintain cooperative working relationships with students, fellow employees, teachers and administrative staff; keep simple records; communicate effectively in oral and written form; understand and carry out oral and written directions.

EXPERIENCE:

Recent experience in working with children or youth groups.

EDUCATION:

Equivalent to the completion of twelfth grade, preferable with training or coursework in child growth and development, special education, or a closely related field.

CERTIFICATE REQUIREMENT:

Must obtain within six (6) months of employment a first aid certificate issued by the American Red Cross and CPR Certificate.