

TITLE: Elementary School Secretary – Nurse’s Office

QUALIFICATIONS: Certification of good health signed by a licensed physician; high school diploma or G.E.D.; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; ability to work with varied personalities; ability to work with children; ability to work with office machines and produce a reasonably accurate and readable product; maintains First Aid, CPR/AED certification; knowledge of health and safety regulations including blood borne pathogens; record-keeping techniques including medication daily/prn logs, medication permission forms, office visit logs; ability to follow specific instructions; and the ability to meet whatever alterations to the above qualifications as the Board finds appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To improve the operation of the office by assisting principal and nurse.

PERFORMANCE RESPONSIBILITIES:

Perform basic first aid procedures and screen ill or injured children according to established procedures; utilize a variety of health products and supplies in caring for injuries and health need.

Administer first aid in emergency situations and notify nurse, administrator, parents or paramedics as necessary.

Administer medication (daily, emergency) as requested/ordered from parent and medical practitioner, following procedure and board policy.

Prepare and/or maintain a variety of health-related records including incident/accident forms, authorization for administration of medication, use of crutches.

Perform health care procedures (i.e. supervising students who self-catheterize and/or catheterizing, assist with feedings, suctioning, blood sugar monitoring, administer insulin, seizure monitoring, administer daily medications) and maintain documentation of these actions consistent with training, certification of child’s health care professional and informed consent of parent or guardian under the supervision and direction of a school health care professional and program administrative staff.

Maintain the health office in a clean, orderly and safe condition; keep track of supplies used and request new supplies before supplies are depleted.

Answer phone and handles request or defers caller to appropriate staff member. Take messages for teachers, staff and students. Follow office protocol for emergency calls.

Responsible for attendance procedures, contact families by phone or email, and enter data into the student information system. Keep accurate daily attendance records. Collect and assist the assistant superintendent in monthly student attendance recordkeeping.

Make and mail copies of records requested; make cumulative file for records of new students.

Sort and distribute mail and other deliveries.

Receipt cash and checks.

Run and distribute copies for principal, teachers and secretary. Assist secretary with office inventory.

Assists in the creation and distribution of newsletters and other communications to teachers, parents, students and community members.

Miscellaneous duties as occasionally assigned by principal/nurse.

TERMS OF EMPLOYMENT:

Term contract with specified beginning and ending dates as indicated in letter of employment. Work all days that teachers work based on the school calendar. Hours are as designated by the principal.

EVALUATION:

Evaluation of the performance of this job will be based on a combination of self-evaluation and supervisor's evaluation according to the procedures developed for all district personnel.