

## Gridley Unified School District Job Description

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**JOB TITLE:** Clerical Aide – Health Services

**SALARY RANGE:** 1

**DEPARTMENT:** School Site

**REPORTS TO:** School Nurse

**UNIT:** Classified

**LOCATION:** School Site

**BOARD APPROVED:** 07/19/2023

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**SUMMARY:** The Clerical Aide – Health Services performs clerical duties for health services utilizing basic computer skills.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Types correspondence, reports, and records for the Health Services.
- Files various records and reports.
- Handles phone communications.
- Assists with health screening and maintains student health files.
- Maintains state mandated records.
- Compiles and submits Medical Billing.
- Follows up on head lice referrals and records information.
- Assists with staff in services.
- Performs first aid.
- Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.
- Maintains sanitary personal habits and a clean, neat appearance.
- Performs other related duties as assigned by Supervisor.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED); 1 to 3 months related experience, or equivalent combination of education and experience. Experience in a health related field preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:** Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Typing Certificate 40 W. P. M. California Driver's License may be required by the first day of service. First Aid /CPR Certificates is required. CPR Instructor Certificate is required.

**OTHER SKILLS AND ABILITIES:** Must pass a computer skills test. Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.