



Little Rock School District

JOB DESCRIPTION

Position Title: Health Clerk- Health Services

Prepared Date: 01/26/2022

JOB GOAL:

Aid and support school nurses with the health program clerical compliance responsibilities.

TERMS OF EMPLOYMENT:

Nine and one-fourth (9.25) Month (188) contract, Pay 802 Grade 03, plus benefit package. NOTE: Precise placement within the salary range will be determined based upon education and experience.

FLSA: Non-Exempt

QUALIFICATIONS:

1. **Education:** High school diploma or general education degree (GED) with a minimum of 60 hours or Associate Degree.
2. **Experience:** A minimum of two years of experience in a clerical position with preference given to work in a medical or school facility. Experience with Microsoft Word, Excel, Microsoft Publisher, Microsoft Outlook and the ability to master the I Series / As400 program within 1 month and CIS reporting program.
3. **Customer Service Skills:** Must be capable of interacting effectively, respectfully and tactfully with administrators, teachers, staff members, students, parents, and the general public.
4. Must have dependable transportation and the ability to work in a different school each day.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Work in a different school each day, assigned through Health Services, under the direction of the assigned nurse.
2. Perform routine duties associated with a busy yet productive office including; making health records for new students, entering immunizations and other data into the district data base, record screening results onto health record, filing and other tasks as directed by the nurse or Health Services Secretary.
3. Uses district resources wisely maintaining a district provided laptop for use in Health Rooms.



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Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.