

LACEY TOWNSHIP SCHOOL DISTRICT

Health Office Clerical Assistant

JOB TITLE: Health Office Clerical Assistant

QUALIFICATIONS:

- Possesses excellent keyboarding skills.
- Superior knowledge of all office procedures and the operation of all office equipment and machines.
- Working knowledge of computer and office automation applications.
- Experience related to duties and responsibilities listed below.

REPORTS TO: Principal, Director of Special Services

JOB GOAL: To provide office and clerical support directly to the Lacey Township School District Health Offices which consist of 1 full-time certified School Nurse. The Health Office Clerical Assistant duties will include utilizing the District's data system to manage all student and employee health records through the use of databases for among other things, scheduling screenings and tracking pertinent student and employee health information. The Health Office Clerical Assistant will also work closely with the registration to manage the exchange of health information for new students

RESPONSIBILITIES:

- Knowledgeable of legal requirements pertaining to the storage, retrieval, security, retention and destruction of all student and employee health information according to all State, Federal and School Board regulations (FERPA, HIPPA).
- Establishes file on every student and employee within the school district. Adheres to all legal requirements for protection of student/employee rights and protects the confidentiality of all records and information. Prepares student's files for transfer to another school or district when required. Coordinates with registration to receive required student health information from other school districts for new students in the required time period of 30 days. Trained to receive electronic immunization records from New Jersey Immunization Information System (NJIS).
- Design and customize forms and databases as needed to track pertinent student and employee health information and to provide communication of important information to students, parents and staff.
- Maintains accurate and current computer databases for records of students with medical alerts including but not limited to, asthma, diabetes, anaphylaxis, epi-pen requirements, severe medical needs and delinquent health information.
- Is proficient in use of Windows and Microsoft Office and assists Health Services Team Members in their use of these programs.
- Is knowledgeable of the District's database computer program for efficient use of scheduling annual screenings, scoliosis screenings, CST screenings, entering and retrieving student emergency contact information, entering and retrieving pertinent health information.

- Performs daily duties including but not limited to processing sports packets, gym notes, dismissals, accident reports, entering daily logs, monthly reports and other general office duties as instructed by the Health Services Team.
- With knowledge of medical terminology, pharmacology, and anatomy and physiology, able to review new student health files for medical alerts and other pertinent health information to bring to the attention of the nurse in a timely fashion. Review immunization record for completion.
- Knowledge of District purchase order system and work closely with nurses in preparing yearly budget while monitoring all medical and office supplies and inventory throughout the year. Submitting purchase orders as requested by Health Services Team.
- Certified in CPR, First AID and AED, able to assist nurse with students' and employees basic and intermediate first aid and medical needs. Will also assist nurses with mandated health care screenings, i.e. height, weight, vision.

TERMS OF EMPLOYMENT: Part-Time; work year and pay to be determined by the Board of Education.

EVALUATION: Performance of the job will be evaluated annually by the Director of Special Services.

Approved by: Lacey Township Board of Education

Revised: July 22, 2019

Date Board Approved: August 19, 2019