



Deer Valley Unified School District

JOB DESCRIPTION

JOB TITLE: **Clerk I (Nurse)**

Position Type: Classified	Department: Student Support Services
Salary Schedule: Classified	Reports to: Nurse Coordinator
Salary Range: 14	Location: School
Term of Employment: 9 months	Date: August 16, 2021
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists the school nurse in functions of the nurse's office, as appropriate.

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.

ESSENTIAL FUNCTIONS:

- Establish and maintain good rapport with students, employees, and community.
- Maintains a high level of ethical behavior and confidentiality of information.
- Provides information, both directly and over the phone to parents, students, and other schools regarding student health matters, as directed.
- Assists the school nurse in the operation of the health office; including, student care, medication administration, health screenings, and other projects, as assigned.
- Maintains health office supplies and equipment.
- Performs general office tasks to include data entry of student immunizations, health information, and filing.
- Prepares and maintains health and medical records as requested by district, state, and federal policies/laws.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding Customer Service.
- Ability to work effectively under time constraints.

- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must have a valid Arizona Driver's License.
- First Aid and CPR certification preferred.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One year of clerical experience.
- Equivalent combination of education and experience.
- Knowledge of general office procedures.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste and smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- Must be able to tolerate smells and sight of various body fluids and health conditions; i.e., blood, urine, feces, emesis, and poor hygiene smells.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.