



Job Description

POSITION TITLE: Student Services Health Specialist #2443

SALARY PLACEMENT: Classified Salary Schedule
Range 31

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a High School diploma or equivalent. General office training and health-related courses. Possess a current CPR and First Aid certificate. Proficient in computer use in word processing, spreadsheets, and database information systems.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

General knowledge of forms and statistics. Training in the use of various recordkeeping techniques. Experience working in health services for a school district or county office of education. Four years of varied and progressively responsible experience involving student health services and health-related clerical duties, including the maintenance of health records and administering first aid.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of Federal and State laws, California Education Code related to student K-12 health services. Prepare accurate records and reports. Ability to assist and train staff in the use of the student or health information system managed by County Operated Schools and Programs. Typing/word processing, ability to work on databases, and spreadsheets. Ability to carry out oral and written directions, write correspondence independently, make routine decisions, communicate effectively, establish and maintain cooperative working relationships and be flexible and receptive to change. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

SUMMARY OF POSITION:

Manage student health-related records for all students enrolled in County Operated Schools and Programs and assist in all aspects of health-related services under the direction of the Student Services Director and School Nurse. Under the supervision and direction of the School Nurse, assist students with blood glucose testing, insulin injections, and other health-related services. Process student health-related state reports for County Operated Schools and Programs. Assist in all aspects of student health services. Utilize independent judgement and problem-solving skills in relation to assigned areas of responsibility.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Process all health-related federal and state mandated reports for County Operated Schools and Programs Student Services.
2. Complete tasks within established timelines and reporting periods.
3. Prepare health data for state and federal reports.
4. Assist school nurse with screening of vision, hearing and scoliosis.
5. Process, monitor, and maintain Kindergarten dental assessments and physicals, K-12 immunization and hearing conservation reports.
6. Assist in monitoring, identifying, planning and organizing student and health information system needs.
7. Assist in establishing controls and audit trails within the student information system to ensure completeness and accuracy of data and reports.

8. Attend to student health needs under the direction of the school nurse.
9. Provide referral assistance to families.
10. Maintain inventory of medical/emergency supplies at school sites.
11. Drive to various sites to transport supplies or perform health-related services.
12. Instruct and assist staff in the use of student and assigned information systems.
13. Maintain strict confidentiality on all job-related matters.
14. Input data on student demographics.
15. Make mathematical calculations with speed and accuracy.
16. Prepare correspondence independently using proper English usage, spelling, grammar, and punctuation.
17. Perform other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.