

Gahanna-Jefferson School District Position Description

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| Position Title: | Clinic Aide/Clerk-typist, Elementary and Middle Schools |
| Reports To: | Principal |
| FLSA Status: | Non-Exempt |
| Revision Date: | August 28, 2019 |

SUMMARY: Performs a variety of clerical duties to support the school office and clinic. Must be proficient in the use of computer applications including word processing, spreadsheet, desktop publishing and the student information management system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Maintains student health records. Creates health records for kindergarteners. Inputs immunizations for all students.
- Distributes first aid supplies to teaching staff.
- Creates and maintains vision-screening records according to instructions provided.
- Distributes materials to classrooms for special presentations by nurse or other health care professionals.
- Maintains inventory of clinic supplies.
- Administers medications according to policies and guidelines, and notifies parents when additional school administered medications are required. Administers first aid as required.
- Distributes mail, answers phones and provides information to parents and others.
- Assists in calling parents regarding absences and inputs absence information.
- Maintains staff emergency information according to instructions provided.
- Organizes and participates in collections of fees and bank deposits.
- Assists office personnel/guidance counselor to ensure enrollment/attendance accuracy.
- Assists in awards night/honor roll and other related events.
- Assists in disciplinary procedures of students.
- Maintains students' accumulative folders.
- Prepares documentation for placement of students.
- Oversees inventory of vending/beverage supplies, makes phone calls to suppliers and assists with deposits.
- Assists guidance with scheduling, inputting student data, organizing testing materials, filing test results, etc.
- Assists with student packets and teacher packets for new school year.
- Assists in registering new students.
- Assists with student orientations.
- Assists Athletic Director with weekly phone calls, faxes, email, etc. to schools and officials to confirm contests.
- Assists Athletic Director with paperwork for all athletic contests.
- Assists with projects as needed.
- Other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

- None.

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 equivalent with one to three years related experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- None.

LANGUAGE SKILLS:

- Ability to read, analyze and interpret documents and instructions.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with people.

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 out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

- Must have strong communication, computer and interpersonal skills.
- Ability to deal effectively with parents and others and be sensitive to confidential information.
- Must have ability to learn and utilize new software programs as systems are upgraded.
- Word processing with accurate grammatical, spelling and punctuation skills.
- Must type accurately a minimum of 40 WPM.
- Ability to work with essential office equipment.
- Ability to establish and maintain effective working relationships with staff and school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 regularly required to stand, talk and hear. The employee frequently is required to walk. The employee must occasionally lift and/or move items such as school supplies and books. Specific vision abilities required by this job include close vision, 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.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. A copy was given to me for my records.

Signature

Date

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.