

San Miguel High School

JOB DESCRIPTION

Job Title: Health Clerk

Exemption Status: Non-Exempt

Department/Location: San Miguel High School, Tucson, AZ

Primary Function: Under the direction of the school principal and the supervision of the school registered nurse, is responsible for monitoring the health and well-being of students and staff.

Essential Duties and Responsibilities:

- Recognizes and supports the unique Catholic Mission of the school by speaking, acting, and instructing consistent with the teachings of the Catholic Church; a teacher or staff member may not espouse any doctrine inconsistent with the teachings of the Church.
- Consult on a regular basis with the school registered nurse on all matters pertaining to health needs both of students and staff
- Maintain and update emergency contact information for students and staff
- In accordance with accepted health standards, maintain the school clinic, ensuring necessary emergency supplies and cleanliness at all times
- Evaluate illness and injuries; provide emergency aid for illness and injury; call for emergency services and notify parents as necessary
- Review and maintain all health records including immunization forms, physicals, maintain manual/computer documentation of health and other history of students as required
- Assist in the preparation of state required reports; Immunization Data Report (IDR), Hearing Screening Program and other reports as requested
- Assist the Admissions Office with processing of paperwork
- Supervise students as directed ensuring proper medical handling procedures are in place
- Document accidents occurring on school property and within the Corporate Internship Program
- Perform and document hearing, vision, weight, and height tests and BMI's for students
- Properly document parent approval, and supervise the dispensing only of prescribed and approves over the counter drugs; all medicines to be kept in the original container
- Perform other duties as assigned

Physical/Mental Requirements: Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal medical office environment.

Required Activities: Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying and keyboarding.

Basic Qualifications:

- Must have a working knowledge of and a strong commitment to the mission of the Catholic Church regarding Catholic education; be in full communion with the Church
- Excellent communications skills, verbal and written; excellent human relations and interpersonal skills
- Exercise courtesy to fellow employees, parishioners and the general public
- Must be a self-starter; well organized; perform multiple tasks simultaneously and work with a sense of urgency
- Ability to maintain confidentiality
- Ability to work collaboratively in a team environment; punctuality is a must at all times; ability to travel locally as required
- Proficiency in computer technology to include word-processing, spreadsheets and power point
- Professional attire; clean and neat personal appearance
- Ability to successfully pass a background, criminal history, and credit history check.

Education and Experience:

- A high school education or GED
- CPR and First Aid Certification

Other:

- Prior work experience in a school health office preferred
- Hearing and vision certification preferred
- Bilingual (English/Spanish) preferred

To Apply:

Please [download](#) application for employment and submit the application with a cover letter to:

Josephine Ludders
San Miguel High School
6601 S. San Fernando Rd.
Tucson, AZ 85756
Phone 520-294-6403 X1112
luddersj@sanmiguelhigh.com