

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ASSISTANT, Clinic

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Associate's Degree or higher OR completion of at least two (2) years of study at an accredited institution of higher education (i.e. community college, college, or university) preferred.

KNOWLEDGE, SKILLS, ABILITIES

- General clerical skills with computer data entry experience preferred.
- Proficient in Word and Excel for data collection.
- Certification in First Aid, CPR, medication administration, and student specific training required.
- Successful completion of or agreement to successfully complete, District recommended training for Clinic Assistants.
- Ability to understand physical, health, and emotional behaviors and challenges of students with exceptionalities.
- Ability to fulfill the dexterity and physical requirements of the role.
- Ability to communicate effectively and to maintain confidentiality.
- Organizational skills, ability to prioritize and multi-task.
- Bilingual ability may be required per advertised vacancy specifications.

SUPERVISION

REPORTS TO Principal and/or Designee
SUPERVISES No supervisory duties

POSITION GOAL

To perform Clinic Assistant responsibilities in accordance with School Board policy.

PERFORMANCE RESPONSIBILITIES

1. *Care for the ill or injured student according to Health Services Guidelines.
2. *Perform clerical duties related to Health Services.
3. *Assist with routine screenings, as assigned by the Principal and/or Designee, to include but not limited to vision, hearing, and head lice screenings.
4. *Maintain accurate health records for students to include documentation of services/treatment, emergency card review, and entering health alerts in the student information system.
5. *Make appropriate referrals to the Principal, Guidance Counselor, and School Board Nurse.
6. *Administer medication to students after successful completion of the appropriate training required by Florida law (F.S. 1006.62). This includes attending and passing medication administration basics and student specific training.
7. *Perform procedures, following documented training, designed to maintain the health and well being of students during school hours. These may include Clean Intermittent Catheterization, gastric tube feeding, toileting, and/or administration of emergency medication and diabetes management care. These tasks will be under the direction of a registered nurse.
8. *Maintain knowledge of blood borne pathogens and practice Universal Precautions to ensure optimal communicable disease control in the school clinic setting, to include biohazardous waste management.
9. *Maintain the clinic area in a neat and clean manner.
10. *Assure at all times that all medications are secure and properly stored.
11. *Attend in-services designed to increase knowledge of current Health Services policies and protocol.
12. *Observe confidentiality of students and student records at all times.
13. *Care for students with special health needs according to an individual health care plan.
14. *Maintain current CPR and First Aid Certification.
15. *Lift approximately 20-50 pounds of weight to include medical equipment, supplies, records, and/or providing assistance to students who are immobile.
16. *Employee must provide documentation of specialized student services established for the purpose of the Medicaid Certified School Match Program and enter all billing, when appropriate.

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17. Perform other duties as assigned by the Principal and/or Designee.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard office equipment, glucose monitor, nebulizers, thermometers

PHYSICAL REQUIREMENTS

Medium Work

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Climbing

Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.

Bending

Lowering the body forward from the waist

Stooping

Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

Kneeling

Bending legs at knee to come to a rest on knee or knees.

Crouching

Bending the body downward and forward by bending leg and spine.

Twisting

Moving body from the waist using a turning motion.

Reaching

Extending hand(s) and arm(s) in any direction.

Pushing

Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.

Lifting

Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 100 pounds of force.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Grasping

Applying pressure to an object with the fingers and palm.

Repetitive Motion

Substantial and continuous movements of the wrists, hands, and/or fingers.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

Indoors / Outdoors

The worker is subject to both environmental conditions. Activities occur inside and outside.

Noise

The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

Hazards

The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals, blood borne pathogens and body fluids.

TERMS OF EMPLOYMENT

PAY GRADE

C-A2 **\$15,037 - \$26,707**

District Salary Schedule

Months 10

Annual Days 188

Weekly Hours 37.5

Annual Hours 1410

POSITION CODES

PeopleSoft Position TBA

Personnel Category 18

EEO-5 Line 48

Function Vary

Job Code 2011

Survey Code 61330

FLSA

Applicable

Not applicable

Previous Board Approval

ADA Information Provided by

Position Description Prepared by

BOARD APPROVED

May 9, 2017

March 9, 2010

July 29, 2008

August 8, 1995

Michelle Walsh

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