

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: Ten Month Health Office Secretary

QUALIFICATIONS:

Minimum:

1. A positive attitude toward children while developing and maintaining good relationships with parents and community.
2. Ethical discretion, tact, self-control and confidentiality.
3. Telephone experience/manners using a clear and pleasant voice.
4. Dependability.
5. Work cooperatively with administration and teaching staff.
6. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

Desirable:

1. Experience/training in the secretarial field including written and oral use of correct English, typing, filing, use of office equipment, and organizational skills.
2. Experience in word processing.
3. Experience in Win School software.

REPORTS TO: Principal or his/her designee

JOB GOAL: The Health Assistant will be responsible for assisting the School Nurse in tasks as typing, filing, and clerical matters pertaining to the daily operation of the school nurse's office.

PERFORMANCE RESPONSIBILITIES:

- Gather and process applications for the School Federal Lunch Program and Hunterdon County Dental Health Program.
- Send letters to families enrolled in the lunch program, informing them that help is available through the health office and PTO via our Helping Hands Program.
- Update and maintain student Confidential Health, emergency, Internet and photo permissions lists.
- Schedule student screenings for scoliosis, hearing and vision.
- Oversee daily attendance of students and staff members via Win School software
- Makes daily phone calls to any absent students' parents or guardian not reported to the health line
- Monitors and maintains records in accordance with the Flemington Raritan School District attendance policy
- Maintains school's "re-location" kits in case of school emergency evacuation

- Compile and send out student health information for student transfers.
- Monitor daily student traffic into health office—log students, notify nurse of any emergencies, and take temperatures.
- Coordinate student sports physicals with district medical inspector for current students
- Liaison between schools articulating health, physicals and medical needs .
- Assist with 8th grade promotion to high school by assembling health information required by the receiving high school
- Assists YMCA with After School Program daily attendance rosters.
- Compile and maintain for blue card/student emergency medical information in conjunction with the Athletic Department/Intramural Program
- Serves as secretary for schools Intervention and Referral Service Committee.
- Send correspondence home; i.e., permission slips, incomplete immunization records, self-medication forms, etc.
- Maintain health office supply inventory.
- Other duties as directed by the Nurse and Administration.

TERMS OF

EMPLOYMENT:

Salary for a ten month work year subject to negotiations between the FREA and the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the Board's policy.

APPROVED BY: Flemington-Raritan Board of Education **DATE:** May 12, 2003

REVISED:

June 9, 2008