

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Nurse's Office Assistant

Supervisor: Building Administrator
School Nurse

FLSA Status: Non-Exempt **Employee Group:** Assistant

Qualifications:

1. High School diploma or equivalent
2. Ability to work effectively with students and adults
3. Experience in record keeping/office procedures

Terms of Employment:

- Five (5) hours daily
- Nine (9) month

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Assist the school nurse with general office duties.
2. Monitor student traffic - responsible for signing students in and out of the nursing office.
3. Check and record student medical history
4. Update and maintain records for students' physicals and immunizations to ensure required State Compliance.
5. Retrieve and file student charts for nurse.
6. Assist nurse with correspondence, phone calls and any other tasks to allow school nurse to provide medical assistance.
7. Maintain inventory control for nursing supplies. Complete weekly inventory of supplies and order supplies as needed.
8. Assist nurse in compiling necessary information for monthly reports.
9. Maintain confidentiality in accordance with HIPAA Laws.
10. Keep current with best practices and requirements as they relate to your job assignment.
11. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.