



JOB TITLE	DEPARTMENT	REPORTS TO
Summer School Clerk	School Based	Summer School Administrator

Position No: 73092	Length of Work Year: Based on program needs; Min 3 weeks-max 6 weeks
Salary Schedule: Summer Rate - \$27.00	Date Approved: 5/11/21
FSLA: Non-exempt	Date Revised:

JOB GOAL
To assist in the efficient operation of the school office during summer school or camp. To provide emergency health care and attend to routine health needs during summer school or camp.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. Para Pro exam, (AA/AS or higher will satisfy). 3. Knowledge of record keeping methods, customer service practices, and a working knowledge of school rules, regulations, and policies. 4. General office skills, word processing and data entry proficiency. (Skyward) 5. Trained in Health Paraprofessional protocols or willing to participate in training. 6. Preference given to candidates with school-based Clerk or Health Paraprofessional experience. 7. Preference given to candidates with a Valid and current Florida license or certification as one of the following: * Certified American Medical Technologist (AMT) * Certified Medical Assistant (CMA) * Certified Nursing Assistant (CNA) * Emergency Medical Technician (EMT) * Licensed Practical Nurse (LPN) * Paramedic * Patient Care Technician (PCT) * Registered Medical Assistant (RMA) * Registered Nurse (RN) 8. Preference given for First Aid and CPR certified candidates 9. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To give information and assistance to students and the general public. 2. To assist in supervision of students. 3. To perform general office duties, operate office copy machines and maintain files. 4. To assist in processing of purchase and work orders. 5. To perform receptionist duties. 6. To prepare and maintain clinic logs and medication logs for each action taken and submit appropriate reports 7. To keep principal informed of various health related matters in the school. 8. To refer and follow up on student health concerns. 9. To provide emergency care when needed after training to carry out the function. 10. To carry out the implementation of the school health plan. 11. To perform child specific treatments and administer medication following specified physician's orders after fully trained by a registered nurse. 12. To perform activities related to the health and well-being of the student while under the delegation of a registered nurse. 13. To perform assigned tasks in a timely and efficient manner. 14. To perform assigned tasks with a high standard of quality. 15. To perform other duties as assigned by the school principal.
PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.