
SECRETARY-HEALTH OFFICE

Title: District Health Office Secretary

Qualifications:

1. High School Diploma or equivalent
2. Excellent word processing skills, technology, interpersonal, and office management skills
3. High organizational ability
4. Ability to work under time pressure and with a wide variety of people
5. Ability to communicate well with school age children and school personnel
6. Verbalizes/demonstrates a commitment to a healthy lifestyle

Reports To: District Nurses
Director of Student Services

Job Goal: To perform the secretarial managerial work required for the effective operation of the District Health Office

Essential Functions:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal and/or demonstrated instructions
2. Physical ability to perform all necessary job related upper and lower body movement
3. Ability to talk, hear, see, speak and correctly perceive
4. Ability to do reaching, lifting, keyboarding, basic math, writing, eye-hand coordination, dialing, sitting, stooping and climbing
5. Ability to concentrate on details when there are distractions and to work under pressure to meet deadlines
6. Ability to work well and professionally with a wide variety of people

General Information:

1. Orientation will take place at the beginning of employment
2. Dress is to be neat and appropriate
3. Absolute confidentiality will be maintained in regard to any information
4. The expectation is to successfully complete a First Aid/CPR course within the first six months of employment
5. Evaluations will be completed within the first six months of employment and annually thereafter by the school nurse/s

Functions: Office Management of RSU40/MSAD 40 District Health Office:

1. Maintenance of accurate District Health Records for grades K-12:
 - a. Move ahead all health records in the computer and the file cabinets each fall and verify the class lists with the schools
 - b. File and chart as necessary all Health Histories turned in each fall
 - c. Document all students participating in the SWISH program on the class list and record in their charts and file
 - d. Register all incoming students to the district on the computer and maintain their records
 - e. Transfer student records out to the schools when they leave the district
2. Maintain and Update Sports Physicals
 - a. Record Sport Physical Examinations for students participating in school sports, on the computer and charting in their files
 - b. Keep coaches up to date on the Sports Physicals each season
3. Secretarial Duties
 - a. Make sure all the schools have the up to date forms required by the health Office for all students throughout the school year
 - b. Sort through inter-school mail and post office mail each day
 - c. Order supplies for the Health Office and district schools throughout the year
 - d. Word processing (correspondence) for nurses, Individual Student Health Plans, Medical Advisory Board Reports/Agendas, Daily Health Notices to appropriate staff and schools
4. Maintenance of Screening Records
 - a. Prepare screening sheets and chart a, the computer and the student health records for the following:
 - Vision-grades K,1,2,3,5,7,9
 - Hearing-grades K,1,2,3,5,7,9

- Scoliosis – girls grades 6 & 8 – Boys grade 8
 - Height and Weight – grades K-9
 - Mail and chart all referrals from the above screenings
5. Maintain and Update Health Alerts
 - a. Type and update throughout the year the District health Alert List for all the schools
 6. Pre-Kindergarten Screening
 - a. Responsible for helping to organize Pre-K screening each Spring by having the necessary charts, databases and paperwork prepared in advance
 - b. Assist the nurses with Pre-K screening in the schools each Spring
 7. Maintain the Update Employee Training Databases
 - a. Formulate and update as needed the necessary databases
 - b. Assist with organizing the District Trainings each year. Maintain and update Employee Immunization Clinics
 8. Maintain the update Employee Clinics
 - a. Formulate and update as needed the necessary databases
 - b. Send out dates for the clinics and announcements to employees
 9. Maintain and update Immunization records for all RSU 40/MSAD 40 students
 - a. Direct schools to maintain State of Maine immunization compliance
 - b. Prepare report of immunization status within the District for Superintendent review in October
 - c. Assist in preparing the State of Maine Immunization report each December
 10. Dental Health Duties
 - a. Responsible for the SWISH Dental Report each Spring
 - b. Responsible for ordering SWISH/Dental supplies for the schools each year
 - c. Assist in writing Dental Grant as needed

Key Responsibilities:

1. Performs tasks related to management of the District Health Office
2. Assist nurses with the clerical aspect of School Health Services
3. Delegate clerical tasks to District Health Aides in district as needed
4. Completes all duties as assigned
5. Words daily with the nurses on incoming and outgoing correspondence and assignments
6. Assists the nurses in all of his/her communications with the district
7. Oversees all office files, and makes sure that they are accurate and up-to-date, including electronic files
8. Maintains District Health Records for grades K-12
9. Maintains and updates Sports Physicals for District
10. Maintains District Screening Records of all students
11. Maintains District Health Alerts
12. Assists and helps organize Pre-K screening in the schools each spring
13. Assists with District Employee Training
14. Maintains and updates Employee Immunization Records for all RSU 40/MSAD 40 students
15. Submits State Reports as needed
16. Other duties as assigned

Evaluation:

Director of Special Services in collaboration with District Nurses

Legal and Ethical Duties:

1. Maintains confidentiality about all aspects of student records
2. Follows health and safety procedures established by the district
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
4. Demonstrates loyalty, dependability, integrity, and other ethical standards

Salary and Benefits

Salary and benefits will be determined by the current Collective Bargaining Agreement between the RSU 40/MSAD 40 Board of Directors and the Medomak Valley Education Association, Maine Education Association, National Education Association

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to