

Job Title:	CLERK MEDICAL RECORDS IMMUNIZATION	Reports to:	Director of Special Education
FLSA status:	Non- Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Responsible for data quality and smooth operations of the district program		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Prepare and sign state official 109R forms for students 6-12 and 109R records establishing proof of his/her compliance with state immunization requirements and district policy.
- Enters data to computer and in student’s file.
- Prepares the ADH Immunization Data Report (IDR) and submits before the designated deadline for grades 6-12.
- Inform parent or guardian of immunizations that are due.
- Inform principal of each school when immunizations are past due and suspension procedures should begin.
- Prepare and/or update students' Medical Charts, 6-12, inserting pertinent documents in organized fashion for easy retrieval.
- Provide Hearing Screen as mandated by the state for grades 6, 9, IEP and Shop students and any student new to the district. Enter data to computer and to student's chart 6-12.
- Provide Hearing and/or Vision screens for students, 6-12, on request from a teacher, counselor, parent or administrator. Enter all data to computer and to student's chart 6-12.
- Provide follow-up Screens within the appropriate time frame for any failures of a Hearing or Vision test. Notify parent or guardian of the situation.
- Record data 6-12 on computer.
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Computer Data Input Skills

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School Diploma
- Experience in Health Profession
- Experience in Hearing and Vision Screening

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. The employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.