

INDIAN PRAIRIE COMMUNITY UNIT SCHOOL DISTRICT 204
JOB DESCRIPTION

TITLE: HEALTH OFFICE ASSISTANT - MIDDLE

SUMMARY: Perform duties to provide clerical support to Health Office.

ESSENTIAL JOB FUNCTIONS:

1. Greet visitors, students, and staff, answer incoming telephone calls, provide appropriate information or take message and refer to appropriate staff.
2. Log students' visits to Health Office and reason for visit.
3. Screen health records of incoming students for up-to-date physicals and immunizations. Notify parents or guardian of deficiencies.
4. Input student records into student database.
5. Provide general clerical assistance: word processing, report generation, maintain schedule, copying, filing, distribute mail, faxing, or data entry.
6. Maintain database of student athletes and required physicals and immunizations.
7. Assist with hearing and vision screenings.
8. Monitor health office medical supplies and restock as needed.
9. Complete required county communicable disease reports.
10. Provide general first aid and assistance to students in health office: take temperature, apply bandages and ointments, supply ice pack.
11. Use personal computer and general office equipment. Demonstrate proficiency using the technology and computer-based programs provided by the District. Use these programs to effectively manage and organize files, communication, records and databases.
12. Perform other duties as assigned.

May 2023

Staff Member Name: _____ Staff ID # _____

Position: _____

School Year: _____

Supervisor: _____

Evaluator: _____

IPCA and Non-Bargaining Unit Goal Setting Document

Goal Setting:

My professional goal(s) for the school year is/are in reference to number(s) _____ on the evaluation instrument for my job classification. Growth in this/these area(s) will be evidenced by:

Further definition of goal area(s):

(To be completed by the supervisor/administrator as needed)

Supervisor Signature: _____ Date _____

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____

[illegible]

11. Provide general first aid and assistance to students in health office: take temperature, apply bandages and ointments, supply ice pack.
12. Use personal computer and general office equipment. Demonstrate proficiency using the technology and computer-based programs provided by the District. Use these programs to effectively manage and organize files, communication, records and databases.
13. Handles special requests with competence and grace.
14. Maintains a professional demeanor, appearance, and work ethic.
15. Maintains confidentiality regarding student, staff, and parent information.
16. Works well with students, teachers, colleagues, staff, administration and parents/community members
17. Uses technology effectively to perform job-related tasks.
18. Is on site and ready for work at the appropriate time each day. Honors lunch and break rules as well as rules relating to length of the work day.
19. Performs other duties as assigned.

P	E	U	NA	Comments

Additional comments as needed:

Supervisor Signature: _____ Date _____

Administrator Signature: _____ Date _____

Employee Signature: _____ Date _____

(The employee's signature on this form does not necessarily mean that he/she agrees with this evaluation. The employee may submit a written statement about this evaluation to the Assistant Superintendent for Human Resources within ten (10) days of receiving this evaluation.) The written response will be attached to the evaluation form prior to placing it in the employee's personnel file.