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

Classified Employee Evaluation and Goal

Review Form

Indian Prairie School District #204

Location: _____ Position: HEALTH OFFICE ASSISTANT - MIDDLE

This form is used by supervisors of classified staff members who are working in part-time or full-time positions with the Indian Prairie School District #204. The classified employee's immediate supervisor may complete the form. If the employee's immediate supervisor is not a District administrator, the administrator who supervises the program or areas in which the classified employee works must sign the form. Evaluations shall be completed per section 504C of the IPCA contract. The employee must be provided with a copy of the signed and completed evaluation.

Key:

(P) Proficient—indicates that the numbered statement is true

(E) Emerging—points to growth needed in the area; the rating includes a comment

(U) Unsatisfactory—requires a comment which defines the area of concern and expectations for improvement (NA) Not Applicable

 Greet visitors, students, and staff, answer incoming telephone calls, provide appropriate information or take message and refer to appropriate staff.
 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.

9. Monitor health office medical supplies and restock as needed.

10. Complete required county communicable disease reports.

Р	E	U	NA	Comments

Employee's Name:_____ Employee's ID #_____ Conference Date: 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 rulesrelating to length of the work day.19. Performs other duties as assigned.

Γ	Р	Е	U	NA	Comments
-					
_					
_					
┢					

Additional comments as needed:

Supervisor Signature	Data
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.