

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Clinic Data Assistant	Wage/Hour Status:	Non-Exempt
Reports To:	Director District Health Services	Pay Range:	723
Dept./School:	HR/District Health Services	Date Revised:	09/28/18

Primary Purpose:

Provide assistance to school nurses and director of district health services to ensure compliance with district and state mandates. Assist with collection and input of immunizations and health screening data.

Qualifications:

Education/Certification:

High School Diploma or equivalent
CPR Certification
Valid Texas driver's license, approved driving record and use of personal vehicle
Preferred vision, hearing, spinal and acanthosis nigricans screening certification

Special Knowledge/Skills:

Excellent organizational, communication and interpersonal skills
Proficient computer keyboarding skills with emphasis on numerical data entry
General knowledge of office equipment
Ability to learn and teach new network and software programs applicable to the school health program
Ability to work within a team framework as well as perform responsibilities alone

Experience:

Minimum three years clerical and computer experience
Experience working with children (preferred)

Major Responsibilities and Duties:

Assist all nurses with the clerical management of their clinics
Assist with state-mandated vision, hearing, and spinal screenings

Job Title: Clinic Data Assistant

Assist with acanthosis nigricans screenings

Data entry of state-mandated student health records and reports, including screenings and immunizations

Maintain all job-related certifications, as required

Provide support to director of district health services for district-wide mailings and special projects

Follow all rules regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Working Conditions:

Mental Demands:

Maintain emotional control under stress; ability to communicate effectively (written and verbal); ability to learn computer skills and sit for long periods doing repetitive data entry; work with frequent interruptions

Physical Demands/Environmental Factors:

Constant district wide travel, including pick-up and delivery of clinic materials; biological exposure to bacteria and communicable diseases; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds

Acknowledgment:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 09-28-18

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____