



Montezuma-Cortez School District RE-1
EVERY STUDENT. EVERY DAY.

Position: Summer School Health Clerk

Our Vision

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21st century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

Position Summary: The roles of the school health clerk include overseeing the summer health care program, delivering basic health services, advocate of health rights of children, and promoter of sound health care practices within the school setting. The summer school health clerk performs duties in a manner consistent with professional standards, the Colorado Nurse Practice Act, other state, and local statutes and/or regulations applicable to school nursing practice and adheres to school district policies.

Typical Responsibilities:

Overseeing Health Care: Assist administrators in supporting procedures, goals and objectives for the school district and monitor compliance. Coordinate district's health and nursing services by updating and maintaining cumulative health and immunization records, supervising the completion of accident and incident reports.

Deliverer of Health Services: Support the mandated screening program. Plan with administrators, teachers, and other school personnel to modify the school environment for children with special health care needs. Respond to building level referrals on health/safety concerns. Assume care of a student or staff member who has suffered an injury or emergency illness until access to advanced care providers can be secured. Administer first aid in accordance with standard first aid procedures. Follow communicable disease control procedures, inform, and advise administration and/or parents regarding school exclusion and readmission. Oversee and administer medications in accordance with established policy. Participate in the teaching of identified health and safety related topics to students when the need indicates, apart from the health science curriculum. Provide in-service training to staff regarding health-related issues.

Advocate of the Health Rights of Children: Report physical and sexual abuse and neglect in collaboration with referring staff member as mandated by law. Serve as liaison between the medical community, the school, and the parents regarding student health concerns.

Promoter of Sound Health Care Practices: Assist school personnel in maintaining sanitary standards in schools. Review the school health program, practices, services, and activities to determine if they are valid considering current standards, and in tune with student health needs and district policy goals and objectives. Performs other related duties as assigned or requested. Observes all district policies and procedures.

Essential Physical Demands:

- Constant lifting 5 to 20 pounds
- Frequent lifting 20 to over 50 pounds
- Constant standing, walking

- Frequent bending, reaching, squatting, climbing, kneeling.
- Occasional crawling, sitting, stooping.

Education and Experience:

- Current Colorado Nursing License Required (LPN, RN) RN preferred.
- Bachelor of Science in Nursing preferred.
- CDE Special Services License preferred.
- Current certification in CPR/AED/First Aid.
- Experience working with children, school, or community/public health nursing preferred.
- Supervisor experience helpful.

Knowledge, Skills, and Mental Ability: Appropriate assessment and intervention in emergency situations. Knowledge and acceptance of diverse populations. Professional personal presentation. Ethical work practices and confidentiality. Ability to prioritize tasks. Flexibility. Effective written and oral communication skills. Good interpersonal relationship skills and ability to work independently and be a team player.

Equipment and Materials Used: includes, but not limited to the following list.

- Nebulizer Thermometers
- Stethoscope
- Telephone and Cell Phone
- Blood pressure cuff
- Audio Visual Equipment Audiometer
- Fax Machine Vision screening equipment
- Copy Machine
- Glucometer
- Computer Peak Flow Meter
- Personal automobile and insurance Otoscope
- Stadiometer

Supervisory Duties: None

Reports to: Summer School Site Coordinator

Works collaboratively with building administrators, secretaries and special education service providers and peers.

Working Conditions: Exposure to infectious disease. Exposure to body fluids. Use of visual display terminal. Work in areas of fluorescent lighting.

Candidate Profile

<p>Education and Certification:</p>	<ul style="list-style-type: none"> • Current Colorado Nursing License Required (LPN, RN) RN preferred. • Bachelor of Science in Nursing preferred. • CDE Special Services License preferred. • Current certification in CPR/AED/First Aid.
<p>Experience and Skills:</p>	<ul style="list-style-type: none"> • Ability to understand and follow oral and written instructions. • Flexible and maintain a positive attitude. • Work cooperatively with supervisors and coworkers
<p>Culture and Fit:</p>	<ul style="list-style-type: none"> • Commitment to the mission and values of Montezuma Cortez Re-1 • Desire to work as a member of a dynamic team. • Openness to feedback and willingness to share ideas.

- Maintains and models high standards of personal and professional integrity and confidentiality

Physical Requirements and Working Conditions: The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Reach with hands and arms			X	
Use hands to finger, handle, or feed			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Listen				X

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Work Environment:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places			X	
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X	X		

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

Title IX Coordinator and Compliance Officer *(Title II/ADA, Title VI)*

Cynthia Eldredge, Executive Director of Human Resources
 400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135
titleIXcoordinator@cortez.k12.co.us

504 Compliance Officer (Section 504)

Lisa Megel, Executive Director of Exceptional Student Services
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118
504complianceofficer@cortez.k12.co.us

M-CSD RE-1 School Governance Policies can be found on our website at:
www.cortez.k12.co.us/our-district/board-of-education/policies

CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

Coordinador del Título IX Oficial de Cumplimiento (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135
titleIXcoordinator@cortez.k12.co.us

504 Oficial de Cumplimiento (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118
504complianceofficer@cortez.k12.co.us

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:
www.cortez.k12.co.us/our-district/board-of-education/policies

11.28.23 DKR

Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2*, JB, JBA, JBA-E, JBB*, JII-R

NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.