

## **Job Title:** .5 Health Office Supervisor

- Provide student health support in the main office from 8:30-1:00
- Assist with maintaining and reviewing student health records in collaboration with School Nurse
- Maintain health office supplies
- Serve as point of communication with parents around student health absences
- Work with office staff to provide assistance when needed

## **Qualifications:**

- Proven, successful experience working with minimal supervision accompanied by successful problem solving skills and attention to detail.
- Proven successful experience relating well to high school students as well as adults.
- Experience in the Health Service field or related experience is a plus but not required. Training will be provided.
- Experience with Word/Xcel, Google Suite.

**Application Information:** Applications may be completed and submitted on our website.

**Deadline for submissions : open until filled**