

WINDBER AREA SCHOOL DISTRICT  
JOB DESCRIPTION

Department: Administrative Support

Standard Title: School Physician

Primary Function:

The School Physician will execute all duties required for an effective school health examination program for all assigned children.

Supervision Received:

The School Physician is directly responsible to the assigned Principal and/or his/her designee.

Direction Exercised:

The School Physician is responsible for the supervision of all assigned students, aides and volunteers.

Essential Duties:

Physical Examinations:

1. Conduct physical examinations of students as specified by the Board of Education.
2. Conduct physical examinations of district employees when requested by the employee and approved by the District Superintendent of Schools.
3. Conduct physical examinations for students that apply for working papers and/or domestic withdrawal papers.
4. Assist in the physical examinations of students participating in the Special Olympics, the preschool children, and the sixth grade students when requested.

Secondary Duties:

1. Act as a resource person to the Health Services Program.
2. Provide advice on the first aid procedures used in the district.
3. Act as an adviser to the Health Maintenance Program.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

### Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

### Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. Appropriate certification from an accredited institution.
2. Knowledge of State and Federal regulations relative to elementary and/or secondary student examinations.
3. Excellent communication and organizational skills.

### Salary:

The salary shall be in accordance with the schedule established by the Board of Education.