

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**JOB TITLE:** School Physician

**REPORTS TO:** Administrator

**JOB SUMMARY:** Acts as advocate for students, families and the community to prevent disease, promote and protect health and minimize the complications of health problems.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Provides the required examinations of children as mandated by the Commonwealth of Pennsylvania.
2. Gives pre-employment examinations to school bus drivers, upon request of the Supervisor of Transportation,
3. Gives special examinations to children, upon request of the building administrator or certified school nurse.
4. Provides required student physicals for the issuance of employment certificates.
5. Approves the return to school of children who have been absent due to a contagious disease or suspected contagious disease.
6. Approves the placement of children with orthopedic, cardiac, or other physical handicaps in special education classes for the physically handicapped.
7. Performs other duties as may be required by the Board of School Directors not inconsistent with the rules and regulations of the Secretary of Health.

**POLICIES:**

1. Medical examinations shall be done carefully and in such detail as to command medical respect and to provide an educational experience for the child and his parents, as stipulated in Act. No. 404 of July 16, 1957, and the Rules and Regulations of the School District.
2. The schedule of pupil medical examinations shall begin on or after October 1 each year and be completed by June 1.

**REQUIREMENTS:** Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office environment. Subject to inside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

**COGNITIVE ABILITY:** Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

**SPECIFIC SKILLS:** Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

**CLASSIFICATION:** Professional staff.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*