

## Job Description

<b>Job Classification:</b>	Classified
<b>Position Title:</b>	Health Technician
<b>Position Assignment:</b>	Health
<b>Work Calendar:</b>	Classified
<b>Exempt/Non-Exempt Designation:</b>	Non-Exempt
<b>Pay Schedule:</b>	Classified Hourly
<b>Pay Type:</b>	Hourly Payment Plan
<b>Pay Method:</b>	Hourly Payment Plan
<b>Benefit Structure:</b>	\$10,000 total employer contribution
<b>Reports To:</b>	Assistant Dean of Students

**Job Purpose:**

The School Health Technician is to provide support to address the health needs of students; assist in implementing the District student health program; provide appropriate care and/or referral for ill, medically fragile and injured students; prepare, update and maintain related documents and records. Incumbents in this class may travel between District school sites to provide assistance and support to the more routine needs of ill, medically fragile and injured students within the guidelines and procedures established by the District and state. Incumbents in this class are not required to possess Registered Nurse licensure. The School Health Technician has responsibility for monitoring students with a medical condition throughout the school day.

**Duties:**

- Implement and monitor mandated student immunization and physical exam requirements; distribute and follow-up on return of immunization records and physical examination; assure compliance with State and federal laws and District policies and procedures.
- Provide parents with a variety of health forms and documents; interpret and explain applicable laws, codes, rules, programs and regulations; follows up on students whose parents or guardians fail to return forms and records.
- Establish, review, update and assist in maintaining a variety of student health and immunization records; compile data for State, County and District reports of site health issues including results on screenings, vision and hearing reports, annual immunization records and annual physical examination records.
- Order and distribute first aid supplies for designated sites or office locations as necessary. Maintain proper standard of cleanliness in the Health Office; maintain inventory of Health Office supplies and equipment.
- Prepare, distribute and maintain a variety of health-related reports, notices and referrals; type a variety of lists, forms, records, notices and correspondence; maintain confidentiality of student medical and health information.
- Administer minor first aid to ill and injured children in accordance with District policy; take temperatures, distribute and apply adhesive bandages, ice and compresses, assist with personal hygiene and other related services as necessary; counsel students and staff regarding personal health issues; evaluate emergency situations; perform CPR and routine first aid as needed.
- Screen students for Pediculosis per District policy.
- Administer prescribed medications according to physician's and parent's instructions; contact physicians to verify instructions for dispensing medications; dispense medications based on established District procedures; maintain related records.
- Observe diabetic students who self-monitor blood sugar levels and self-administer pen/pump insulin in accordance with physician guidelines. Report findings and contact appropriate staff, parents and medical care providers as necessary.
- Conduct routine health screenings and make preliminary evaluation of ill students within the framework of the Health Department, school law, and District guidelines and policies.
- Report suspected contagious and communicable diseases to appropriate authorities and District personnel; notify parents of cases of communicable diseases at school as necessary.

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- Communicate with District administrators regarding student health procedures, concerns and problems as a mandated reporter; refer suspected child abuse or serious illnesses and injuries to the appropriate school official; provide a variety of information to students, parents, faculty and staff concerning the health needs of students, as directed.
- Operate a variety of office equipment including a copier, fax machine and a computer and assigned software.
- Assist in the preparation, arrangements and implementation of health testing programs and immunizations; maintain related records.
- Attend and participate in training, workshops and in-services related to student health issues, proper first aid, CPR and other health procedures; apply training to student health needs.
- Is responsible in the coordination of the schools "Wellness Program" as defined by the school's NSLP guidelines. If applicable on your site.
- Must demonstrate attendance sufficient to complete the duties of the position as required.
- May be required to monitor an assigned student and provide appropriate care according to medical necessity.
- Perform related duties as assigned.

### **Skills/Qualifications:**

- CPR and first aid techniques.
- District policies and State regulations concerning safety, hygiene and health regulations related to school-aged children. Health and medical terminology.
- Applicable sections of State Education Code and other applicable laws.
- Modern office practices, procedures and equipment, including personal computer and office software.
- Record keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Public health agencies and local health care resources.

*All job descriptions are meant as a guideline. Actual job duties can be revised with or without written notification and are subject to change.*

*Please attach appropriate salary schedule and work calendar to this job description. All three documents should be given to employee at time of notice of employment with a copy of training schedule and the current adopted Employee Handbook.*