



## JOB DESCRIPTION

<b>Title:</b>	Health Technician
<b>Position:</b>	Full time, classified
<b>Work Calendar:</b>	Instructional Staff (10 month)
<b>Exempt/Non-Exempt Designation:</b>	Non-Exempt
<b>Pay Type:</b>	Hourly
<b>Reports To:</b>	Director of Operations & Finance

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### JOB PURPOSE:

The School Health Technician provides a variety of health services to students at the School site, performs student health procedures, completes required health documentation, and state-mandated reports in accordance with applicable laws and regulations; prepares and maintains student health records, administers basic first aid.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Student Health and Safety

1. Administer minor first aid to ill and injured children in accordance with School 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.
2. Screen students for pediculosis (lice) per School policy.
3. Administer prescribed medications according to physician's and parent's instructions; contact physicians to verify instructions for dispensing medications; dispense medications based on established School procedures; maintain related records.
4. 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.
5. Conduct routine health screenings and make preliminary evaluation of ill students within the framework of the health department, educational law, and School guidelines and policies.
6. May be required to monitor an assigned student and provide appropriate care according to medical necessity.
7. Report suspected contagious and communicable diseases to appropriate authorities and School personnel; notify parents of cases of communicable diseases at school as necessary.
8. Communicate with School 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.

## **Documentation, Records, and Reporting**

1. 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 School policies and procedures.
2. Establish, review, update and assist in maintaining a variety of student health and immunization records; compile data for State, County and School reports of site health issues including results on screenings, vision and hearing reports, annual immunization records and annual physical examination records.
3. Maintain confidentiality of student medical and health information.
4. 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.
5. Liaise with public health agencies and local health care resources.

## **Compliance and Training**

1. Coordinate the School's Wellness Program as defined by the school's NSLP guidelines.
2. 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.

## **Office Support**

1. Order and distribute first aid supplies for classroom/office locations throughout the School site.
2. Maintain proper standard of cleanliness in the health office; maintain inventory of Health Office supplies and equipment.
3. Operate a variety of office equipment including a copier, fax machine and a computer and assigned software.
4. Must demonstrate attendance sufficient to complete the duties of the position as required.
5. Performs general clerical duties
6. Provides temporary and vacation relief, as required
7. Perform related duties as assigned.

## **QUALIFICATIONS**

- Any combination equivalent to graduation from high school and one year of healthcare experience.
- Medical Assistant, Certified Nursing Assistant, or Emergency Medical Technician (preferred).
- Experience working with students and staff in a school or youth organization (preferred)
- Bilingual Spanish preferred

## **EQUAL OPPORTUNITY - AFFIRMATIVE ACTION - TITLE IX - DISABLED PERSONS EMPLOYER**

*All job descriptions are meant as a guideline.*

*Actual job duties can be revised with or without written notification and are subject to change.*