

**Calistoga Joint Unified School District
School Health Technician
Job Description**

Job Title: School Health Technician

Classification: Classified

Reports to: Director/Management

Range: Classified Salary Schedule

Dept./School: District

Date Approved: April 11, 2022

Job Responsibility

Performs routine healthcare procedures, administers first-aid, dispenses medication and screens ill or injured students; serves as the liaison and coordinates communication with the district nurse, health care providers, and health department; performs a variety of clerical duties to support the school office operation, prepares and maintains student immunization and health information, records, and files.

Duties and Responsibilities

(May include, but are not limited to the following)

- Perform a variety of technician duties in support of student health services; respond to student health issues, notify parents, staff, and health agencies of student injury or emergencies as necessary.
- Input, review and maintain records and information related to students and health programs in compliance with applicable laws, regulations, policies, and procedures.
- Ensure records and information related to students and health programs are complete and accurate.
- Assist the School Nurse in maintaining health records and preparing reports.
- Provide first aid care for ill or injured students.
- Perform CPR in emergency situations as needed.
- Maintain health and safety supplies on school campuses.
- Serve as part of a medical team in the event of a disaster occurring on site using basic knowledge of emergency medical triage.
- Perform routine healthcare procedures/treatments such as glucose monitoring.
- Assist students in taking prescribed medications.
- Contact and communicate with parents, district and medical personnel.
- Assist in coordinating and arranging for vision, hearing, and other screening tests for students, including testing for COVID-19 testing.
- Assist with various health related training.
- Report health information and conditions to appropriate personnel.
- Perform other duties as assigned.

Skills, Knowledge, and Abilities

- First aid and age-appropriate CPR techniques.
- General healthcare practices, procedures, safety rules, and regulations.

- Modern office practices, procedures, and equipment/technology.
- Record keeping techniques and a high level of organization.
- Correct use of the English language, including grammar, spelling, punctuation, and vocabulary (bilingual in Spanish preferred).
- Interpersonal skills using tact, patience, and courtesy.
- Collaboration and communication to create effective working relationships.
- Confidentiality and discretion.
- Respond effectively to health concerns and emergency situations.
- Meet scheduled deadlines and established timelines.

Required Education and Experience

High school diploma or GED is required with a minimum of three years of successful work history. Certification as a licensed vocational nurse (LVN) or registered nurse (RN) is preferred but not required; experience in a health office or school environment is also preferred. A valid first-aid, CPR certification and California's driver's license are also required, as is successful experience handling first-aid situations, emotional issues, and chronic health issues such as diabetes and seizure disorders.

Licenses and Other Requirements

- TB test
- Fingerprint clearance

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This type of work involves sitting, walking or standing for extended periods of time, as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling objects generally not exceeding fifty pounds may also be required. Repetitive use of fingers and hands to operate keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone and personal contact. Specific vision abilities include close vision, depth perception, and the ability to focus are required.

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 job functions.

- Outdoor and indoor working environment
- Interpersonal contact with the public, students and employees which may include constant interruptions which may result in stressful situations.
- Noise level in an office environment is typically quiet, though in the school environment the noise level may be loud.

- Job incumbents will have direct exposure and contact with blood-borne pathogens, body fluids and communicable diseases.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.