

## **HEALTH TECHNICIAN**

### **OVERALL JOB PURPOSE STATEMENT**

Under the direction of a school site administrator, the job of Health Technician is done for the purposes of providing support in meeting the health needs of students; documenting and maintaining student information required by Federal/state/local agencies; and providing appropriate care and/or referral for ill or injured students as may be required.

### **DISTINGUISHING CHARACTERISTICS**

This job is distinguished from similar jobs by the following characteristics: The Health Technician is a specialized class responsible for providing assistance in establishing and maintaining accurate and timely student health and emergency data records; distributing medications to students in accordance with physician and parent instructions; providing first aid in the event of illness or injury to a student; assuaging injured students and assessing the degree of urgency in a situation to alert site administrators of emergencies; notifying parents or other authorized persons when students need to be sent home; and for responding in emergency situations.

### **ESSENTIAL FUNCTIONS**

- Evaluates student illness or injury for the purpose of determining the kind of assistance to provide and the course of action to be taken for the welfare of the student.
- Administers first aid in accordance with established procedures for the purpose of providing appropriate care for injured or ill students or staff.
- Maintains health and immunization records for the purpose of documenting activities and/or ensuring an up-to-date reference trail.
- Distributes medications to students under prescription protocols for the purpose of ensuring appropriate and timely delivery of prescribed dosages.
- Maintains documentation (e.g. accident reports, mandated costs, illness, medical emergency cards, immunization records, health records, student office visits, accident reports, inventory supplies, orders, etc.) for the purpose of maintaining and providing adequate records and/or conveying information.
- Compiles data for reports (e.g. medication logs, dosage changes, lists of students visiting the health office, status reports, etc.) for the purpose of preparing required documentation.
- Notifies site administrator in emergency situations for the purpose of obtaining timely and adequate medical treatment for injured or ill students.
- Maintains work areas (e.g. sinks, counters, cots, etc.) for the purpose of maintaining a sanitary environment.

- Contacts County Health Officials as occasion arises for the purpose of reporting cases of communicable disease.
- Participates in meetings as directed (e.g. staff orientation, IEP meetings, workshops, etc.) for the purpose of conveying and/or receiving information.
- Oversees parent volunteers for the purpose of providing guidance with their work activities.
- Obtains initial and triennial health histories for the purpose of documenting students' physical, mental and medical status in accordance with special education assessment requirements.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **SKILLS, KNOWLEDGE AND ABILITIES**

**SKILLS** are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; handling hazardous materials; operating equipment used in the health office; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

**KNOWLEDGE** is required to perform basic math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: CPR and basic first aid techniques; basic health and medical terminology and equipment; health and safety regulations and practices; county emergency services; public and private health agencies, programs and services; applicable sections of State Education Code and other applicable laws; and modern office practices, procedures and equipment; record-keeping techniques; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communications skills; telephone techniques and etiquette.

**ABILITY** is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: evaluating situations of student illness or injury; storing and administering medications to students using legally accepted practice; effectively and safely utilizing a variety of standard medical equipment; establishing and maintaining files, records, reports and referrals; understanding and working within scope of authority; learning applicable District policies, procedures and objectives; working cooperatively with others; understanding and following oral and written directions; assessing situations accurately and adopting an

effective course of action; meeting schedules and time lines; planning and organizing work; maintaining records and preparing reports; working confidentially with discretion; communicating effectively both orally and in writing; reading, interpreting and following rules, regulations, policies and procedures; maintaining simple records; and completing work with many interruptions.

**RESPONSIBILITY**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking and 20% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.

**EXPERIENCE**

Job related experience is required.

**EDUCATION**

Targeted job related education that meets organization's prerequisite requirements.

**REQUIRED TESTING**

Pre-employment Proficiency Test

**CERTIFICATES**

CPR/First Aid Certificate

**CONTINUING EDUCATION/TRAINING**

Maintain current CPR/First Aid Certification

**CLEARANCES**

Criminal Justice Fingerprint/Background Clearance; TB Clearance