TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Health Care Specialist **CLASSIFICATION: Classified**
DEPARTMENT: Student Services **Range: 18**

BASIC FUNCTION AND RESPONSIBILITY

Under the administrative direction of the manager in charge of Educational Services, or designee, the general supervision of the site Principal and the direct supervision of the District Nurse, provides first aid and a variety of health care services prescribed by a physician, and performs related clerical duties. This position performs the same functions as the Health Technician, but in addition performs higher-level health related services for students, both at a single site and at other district sites.

ESSENTIAL JOB FUNCTIONS

- Provides a variety of specialized health care and first aid for students such as, administration of medications, catheterization, oral suctioning, and gastrostomy tube feedings.
- Provides health care and first aid for students, including such things as basic first aid; emergency procedures such as CPR and Heimlich maneuver, bandaging, taking temperatures, providing first aid to students during seizures per district protocol.
- Administers medications to students as authorized by physician and parent.
- Secures, interprets, and records required student immunization information.
- Alerts District Nurse to possible health related concerns.
- Recognizes symptoms of communicable diseases and notifies District Nurse. Distributes parent notification when appropriate.
- Assists students with diabetes management plans as prescribed by physician's orders, including monitoring blood glucose levels administering insulin via pump or injection.
- Prepares and reviews various health related reports, correspondence and records with the district nurse.
- At the primary work location, maintains current and accurate health records on each student.
- Carries out other clerical functions and related duties as assigned.

ADDITIONAL JOB FUNCTIONS

- Assists district nurse by providing resources for health education.
- May assist district nurse with hearing, vision, dental, and scoliosis screening.
- Site may be itinerant based on the needs of the district.

EMPLOYMENT STANDARDS

Requires Knowledge of:

- Basic elements of good English usage, spelling, and arithmetic.
- Knowledge of specialized medical and first aid practices.
- Basic clerical functions; filing, word processing, data entry.

Requires Ability to:

- Read and write in English at a level sufficient for the performance of assigned duties.
- Understand and carry out oral and written directions.
- Work independently with a minimum of supervision.
- Respond appropriately and effectively in emergency situations.
- Operate standard office equipment, communication devices, and health care equipment.
- Apply relevant education codes, federal, State and county policies regarding health care.
- Prepare and compile accurate records.
- Understand and apply the principles of confidentiality and professional ethics.

- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Certifications: All must be valid during the term of employment.

- California Licensed Vocational Nurse or Registered Nurse certification
- Approved First Aid certification
- Approved CPR certification
- California Driver's License

Desired Training/Experience:

- Completion of two or more years of nursing or related health care experience
- Training or education in child growth or development

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material, see distant objects with clarity, judge distances and spatial relationships and identify and distinguish objects.
- Sufficient hearing to hear conversation in person, on the telephone, and hear sounds clearly up to 20 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone and when addressing groups.
- Ability to exert up to 30 pounds of force to push, pull, drag, or otherwise move objects.
- This type of work requires frequent and continuous standing, walking, and sitting for extended periods of time and requires very frequent reaching, kneeling, squatting and stretching.
- Sufficient manual dexterity and/or mobility to grasp and or manipulate objects, move about the work area, move around the work site, and move between work sites.
- Employees in this classification work in a standard office environment and classrooms as well as frequently transition between sites being exposed to the environment.

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

Board Approved: 01/16/2024