



Romoland School District

JOB DESCRIPTION

HEALTH TECHNICIAN

DEFINITION:

Under general supervision of the Principal, provides services related to student health and physical needs in various environments and circumstances; performs a wide variety of first aid, record keeping and clerical duties; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS

Positions in this class assist the district nursing services and office staff in meeting specific objectives of the school health program involving services to, and records concerning, students. Incumbents utilize independent judgment in performing their tasks, duties and responsibilities which vary according to the environment and/or student needs. Contact with students is continuous and often intense. Incumbents regularly function without direct supervision of the district nursing services. Assignments may include working at more than one location and with multiple students requiring special care.

EXAMPLES OF DUTIES

- Provides medically necessary, sound and approved assistance to ill/injured students; *E*
- Evaluates student symptoms, determines appropriate first aid intervention needs, takes appropriate action, seeking advice and counsel from the district nursing services as necessary; may summon paramedic or other medical assistance; *E*
- Makes appropriate notifications, keeps records regarding student illness, injury and performs necessary follow-up; *E*
- Arranges for health screening, assists district nursing services with screening and follow-up; records test and other data in records, files; *E*
- Gathers information for and generates, modifies, updates various records, files, utilizing a wide variety of modern office equipment; *E*
- Completes County and State mandated reports and surveys; follows up on required student immunizations;
- Inspects students for presence of communicable diseases and/or parasites, taking appropriate follow-up action; *E*
- Implements and monitors procedures for the safe storage and administration for medications and may administer prescribed medications; *E*
- Presents, when appropriate, health-related information and demonstrations to students as approved by the district nursing services and Site Administrator;
- Monitors "at risk" students having significant medical needs; performs and/or assists in toileting, diapering, intimate hygiene, cleaning and dressing students as necessary; *E*
- Assist Special Education personnel on IEP's as requested.

REQUIREMENT STANDARDS

Knowledge and Abilities:

Physical, emotional, general and specific health needs of regular and disabled students; approved first aid techniques and practices; causes, means of transmission, means of control of communicable diseases; procedures, practices for promoting student health, hygiene; modern office procedures, methods, practices, equipment; record keeping techniques; appropriate English usage, spelling, grammar, punctuation, telephone etiquette; appropriate safety procedures and precautions.

Ability to:

Administer First Aid, CPR, learn and independently apply other medically necessary procedures as directed by the district nursing services; work independently, utilizing good judgment in seeking assistance of district nursing services as appropriate and in situations where specific medical knowledge is required; analyze, evaluate health situations calmly and correctly, taking appropriate, approved actions; learn specialized medical/health care techniques; procedures, methods and apply same as taught independently; establish and maintain cooperative, effective working relationships; operate a wide variety of modern office equipment; understand and carry out oral and written instructions, maintain detailed and confidential records; accurately type documents, reports.

EDUCATION/TRAINING and EXPERIENCE

High School Graduate with at least one year experience in a medical office or school environment performing similar duties as described above is highly desirable.

Possession of the foregoing knowledge, skills and abilities is equivalent to attainment of education sufficient to succeed in the position. Prior experience in dealing with students, student health problems, disabled students and/or medical experience, training highly desirable.

Licenses/Certifications Required:

Current and valid Community First Aid and Safety Certificate (which includes CPR Certificate) issued by the American Red Cross; valid and appropriate California Driver's License.

PHYSICAL DEMANDS and WORKING CONDITIONS:

Essential physical requirements, which the candidate must possess, are indicated with an "E".

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. **E**
- Able to conduct verbal conversation. **E**
- Able to hear normal range verbal conversation (approximately 60 decibels). **E**
- Able to sit, stand, stoop, kneel, bend and walk. **E**
- Able to sit for sustained periods of time. **E**
- Able to kneel or squat for extended periods of time.
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to lift up to 15 lbs frequently, and 50 pounds occasionally. **E**
- Able to carry up to 15 lbs frequently, and 50 pounds occasionally. **E**
- Able to push and pull objects weighing up to 50 pounds.
- Able to sustain strenuous manual labor for 1 hour.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to demonstrate manual dexterity necessary to operate a computer and other office equipment in a safe and efficient manner. **E**

- Able to work with cleaning solutions, disinfectants, sanitizers and medical chemicals in a safe and effective manner without allergic reaction. **E**
- Able to demonstrate manual dexterity necessary to assist students with buttoning clothing and eating, operate a computer or assist staff with catheterization and toileting procedures. **E**

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

Employment Status: Bargaining unit position/agency shop.

Original: 9/1/97