

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title:	Health Technician
Prepared Date:	01/12/2016
Revised Date:	9/15/2023
Work Year:	165 Work Days
Department:	Exceptional Student Services
Reports To:	Supervisor of Nursing
Salary Range:	Miscellaneous Salary Schedule – Non-Exempt
Benefits:	Fringe benefits based on Schedule B Benefits
Status:	FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The purpose of the Health Technician is to support student success through health service activities. The Health Technician provides clerical support to the school nurse and provides medical and procedural support to students as delegated by the registered nurse. A Health Technician also works in schools and may receive direction from the school principal.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below 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.

REQUIRED:

- High School Diploma or equivalent
- Current certification as a Certified Nurses Assistant (CNA), Medical Assistant (MA), Emergency Medical Technician (EMT), or Licensed Practical Nurse (LPN)

- 6 months previous experience working with children, schools, or health programs
- Verified First Aid training and recertification card within 60 days of hire
- Verified CPR training and recertification card within 60 days of hire
- Yearly medication training update
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Ability to prioritize, plan, organize, and work effectively, using independent judgment to complete assignments and meet timelines
- Ability to make independent decisions in accordance with established policies and procedures
- Ability to establish and maintain a professional/effective working relationship with building staff, administrators, parents, students, and community members
- Possess an excellent work attitude and the ability and willingness to take ownership/responsibility for project completion; demonstrated ability to provide initiative in reaching organizational goals
- Ability to maintain strict confidentiality in all aspects of assignments
- Ability to coordinate daily activities and schedule with little supervision
- Ability to be flexible and adaptable in a variety of situations
- Ability to remain calm in emergency situation
- Ability to work with frequent interruptions

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/departments' goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

Assists in Meeting Basic Health Needs of Children

- Maintain CPR/First Aid certifications and follow appropriate procedures and approved protocols to respond effectively to emergency situations.
- Administer first aid to sick and injured children throughout the school day.
- Dispense medications and deliver delegated care activities students as deemed necessary and delegated by the school nurse.

- Utilize good judgment and communication skills to notify parents, school nurse, administrators and teachers of illness or injury as the situation warrants. Appropriately document these communications.
- Follow procedures for reporting suspected child abuse/neglect.
- Assist with Vision and Hearing Screening, follow up and data entry.
- Understand and practice Universal Precautions.

Health Office Management and Health Record Maintenance

- Maintain a record of clinic activities and individual student health records through appropriate documentation, utilizing both paper records and computer records as appropriate.
- Assist in collection of health information from both students and parents. Enter this information into the computer system.
- Review and assist in maintaining health records, including but not limited to student health information, screening results, and immunization records. Collaborate with school nurse and communicate with parents under a nurse's direction.
- Type and distribute letters and reports and written communication as directed by the school nurse.
- Maintain a clean and orderly health office in each building.
- Assist in ordering and maintaining adequate health office supplies in each building.
- Contribute to data collection of health office activities and student health records for State, District, and School reports.
- Collaborate with school nurse and school staff to prepare medications and first aid supplies for field trips.

Exhibits Professional Actions and Attitudes

- Understand, respect, and maintain strict confidentiality in accordance with HIPPA and FERPA laws.
- Maintain effective working relationships with school nurse, staff, students, and parents, creating positive rapport.
- Be dependable, punctual, and reliable for good attendance at work.
- Understand and practice within the school, district and state health policies. Keep up to date with changes as they occur.
- Demonstrate flexibility with scheduling, accepting new assignments, and establishing priorities as situations changes.
- Be available to nurses at another schools within the district as needed for emergency situations provided that supervisor approval is granted and supervising nurse assumes responsibility for assisting health tech in that situation.
- Model positive health and hygiene behaviors and present professional decorum in dress and speech.
- Accept delegation for nursing tasks, personal care activities, and medication administration with appropriate training, as deemed necessary for student health safety and/or academic success.
- Complete ongoing training and in-services as required or recommended by the school district

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Building Principal, Nurse, or Supervisor of Nursing

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8.5-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5-8.5 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting. The employee will be subject to exposure of infectious disease and exposure to body fluids. Sometimes subject to loud noises associated with groups of children.