Job Description

POSITION TITLE:	**Head Start Health Technician** **Head Start San Joaquin** **Educational Services**	**#2425**
SALARY PLACEMENT:	**Classified Salary Schedule** **Range 28**	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:
High School diploma or equivalent. Possess a current CPR and First Aid certificate. Proficient in computer use in word processing, spreadsheet, and database information systems. Two years of varied and progressively responsible experience involving student health services and school related clerical duties, including the maintenance of health records and administering first aid.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:
Proficiency on computer student information system. Knowledge of general attendance laws, student health records, school enrollment, and guidelines. Knowledge of HIPPA/FERPA laws as it relates to student records. Basic knowledge of statistics. Experience working in a school district, county office of education or preschool agency and working directly with children in some type of student services function. Ability to read, write and speak Spanish.

CREDENTIALS AND/OR SKILLS AND ABILITIES:
Basic word processing skills. Ability to work on databases, and spreadsheets. Ability to carry out oral and written directions; write correspondence independently; make routine decisions; communicate effectively; establish and maintain cooperative working relationships; be flexible and receptive to change. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier.

SUMMARY OF POSITION:
Process and monitor the health records for all students enrolled in Head Start and Early Head Start Programs; and assists in all aspects of health related services under the direction of the Head Start Director and Head Start School Nurse. Under the supervision and direction of the school nurse, assists students with blood glucose testing, insulin injections, and other health-related services.

ESSENTIAL FUNCTIONS:
Essential functions may include, but are not limited to:
1. Process all student health records in student information systems.
2. Gather and prepare health data for state and federal reports.
3. Assist school nurse with screening of vision, hearing and dental.
4. Maintain inventory of medical/nursing supplies.
5. Process student accident reports.
6. Drive to various sites to transport supplies or perform health-related services.
7. Attend to student health needs under the direction of the school nurse.
8. Maintain strict confidentiality on all job-related matters.
9. Communicate with parents and students regarding health-related services.

10. Provide referral assistance to families.
11. Assist family advocates and family services specialist arranging for all health related appointments and scheduling medical and dental appointments.
12. Monitor health and early intervention services provided for each child and ensure follow up progress reports are entered into the agency data management system.
13. Make mathematical calculations with speed and accuracy.
14. Prepare correspondence independently.
15. Perform other related duties as assigned.

PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to:
1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

6/22/2015 final sc