



Excellence for all.

Job Title: Health Technician II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of an assigned supervisor and/or school nurse, perform a variety of health service duties at a school or District health office to support the medical and physical needs and records of students; routine clerical work, maintenance of student health records, first-aid, provide specialized health care services to students with exceptional needs; some services may require specific District assigned training.

Distinguishing Characteristics:

Health Technician is the entry level position in the health job family, and the Health Technician II is the more experienced health office classification. The Health Services Specialist and Senior Health Services Specialist positions are distinguished based on advanced LVN or RN licensing.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Perform a variety of health service duties at a school or District health office.
- Monitor assigned students in the classroom, outdoor playground, or other location; perform specialized health care services to children with exceptional needs.
- Monitor students with health conditions that require periodic observation and administer regularly scheduled medication according to medical orders and District policies and instruction. Communicate pertinent student health changes.
- Assist in screening ill or injured children according to established procedures; take temperatures and administer first aid to students including cleaning wounds, applying ice packs and bandages, and distributing medication as directed; refer serious illness and injuries to Principal, Health Services Department, or other health care provider.
- Perform specialized physical health care services which are necessary during the school day to enable a child to attend school, and which are prescribed by the child's licensed physician such as catheterization, oxygen administration and flow monitoring, glucose monitoring, injections, emergency care and other health care related duties as assigned.
- Assist in maintaining a safe and sanitary environment.
- Assist in lifting pupils in and out of school buses, wheelchairs, braces, and other orthopedic equipment.

- Maintain a variety of confidential health-related records and files including student medical records, emergency cards, immunization records and communicable disease reports; assure forms are correctly filled out; gather and compile information as needed for filing of mandated reports; input reports as directed.
- Assist with a variety of duties to coordinate vision, hearing, dental and scoliosis screenings at a school site; type forms, order supplies and call volunteers; participate in the screening and record screening results.
- Accompany or assist children to and from school buses and move to and from school site activities.
- Assist in rendering various forms of personal care such as toileting and diapering; assist children in dressing, undressing, bathing, and grooming as needed.
- Notify parents or other designated adults regarding the health problems, illnesses, or injuries of students; notify staff of students with special health needs; refer parents to Supervisor of Health Services as necessary.
- Assist with kindergarten and new student registration; screen health forms for completeness and currency; communicate with parents orally and in writing concerning incomplete records, exclusions, required immunizations and physicals.
- Perform a variety of clerical duties involved in the maintenance of health records, referrals, and reports; compile accident reports and forward to appropriate authorities; prepare and file first aid forms as necessary.
- Perform a variety of clerical duties to assist school secretary and other clerical personnel as required.
- Assist with lunch services and feeding of children as necessary.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.
- First aid methods and procedures.
- Personal hygiene practices.
- Clean and sterile treatment techniques.
- Operation of a computer terminal and data entry techniques.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Applicable sections of the State Education Code and other applicable laws.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Administer first aid.
- Respond calmly, effectively and appropriately to emergency situations.
- Screen students for various health and safety concerns.
- Interpret and apply related rules, regulations, policies, and laws.

- Operate office equipment and a computer.
- Maintain confidentiality of student information except as appropriate under HIPAA regarding protecting health information.
- Communicate effectively both orally and in writing.
- Lift children in and out of school buses, wheelchairs, braces, or other orthopedic equipment.
- Learn and apply applicable sections of the State Education Code and other pertinent health and safety regulations.
- Work independently with little direction.
- Complete tasks in an environment with constant interruptions.
- Understand and relate to children with special needs.

Education/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through High school diploma or its equivalent, supplemented by college-level coursework in the nursing, medical assistant or health field; and three years health office experience including some experience with acute care or through experience gained as a Health Technician I. Successful completion of the Merit examination process is required.

Licenses and other requirements: Valid First Aid and CPR certificates. Some positions in this classification may be required to speak in a designated second language. Valid California driver's license.

Working Conditions:

Environment: Office environment. Constant interruptions. Driving a vehicle to conduct work.

Physical Demands: Dexterity of hands and fingers to operate a computer keyboard, office, and medical equipment. Hearing and speaking to exchange information in person or on the telephone. Sitting or standing for extended periods of time. Lifting students needing assistance. Bending at the waist, kneeling, or crouching to assist students. Reaching overhead, above the shoulders and horizontally. Seeing to read and monitor students.

Hazards: Contact with blood and other body fluids. Potential for contact with blood-borne pathogens and communicable diseases.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 120

Revised: Standard Education/Exp language 9/27/17

Personnel Commission Classification/Compensation Study Approved: July 12, 2023