



Excellence for all.

Job Title: Health/Office Technician

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 assigned designee, perform a variety of responsible clerical duties to assist administrators, students, parents and staff at a school site or department, and perform health service duties at a school site.

Distinguishing Characteristics:

The Health/Office Technician is a combination of the Senior Office Assistant and Health Technician classifications. It is utilized on a smaller school campus where one position provides clerical support and health services.

Representative Duties:

Essential Functions:

Clerical:

- 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.
- Prepare correspondence, bulletins, reports, schedules, lists, handbooks, questionnaires, or other materials using a variety of software and office equipment; compile information from various sources and prepare a variety of forms; assist with the smooth and efficient processing and flow of information and materials.
- Greet the public and answer phones; provide information and directions to students, teachers, parents, and others; explain policies and procedures; assist in orienting parents and students to school facilities and activities.
- Process student attendance: collect attendance rosters and maintain lists of individuals and reasons for absence; call parents to clear unverified absences; prepare reports.
- Assist with enrollment/registration process, review forms for accuracy, completeness and conformity with established policies, codes, and other guidelines.
- Prepare and maintain permanent record cards and cumulative files.
- Coordinate various meetings, conferences, tests, and screenings; arrange substitute coverage for employee absences.
- Monitor budgets; maintain proper inventory levels of supplies; prepare requisitions, purchase orders and work orders.
- Collect fees, prepare deposits, and provide periodic financial statements.
- Monitor behavior of students assigned to the office for discipline or classroom behavior issues.
- Coordinate employee timesheets, leave requests and other payroll-related documents; ensure timely approval by Administrator.

Health:

- Perform a variety of health service duties at a school or District health office.
- Monitor assigned physically handicapped students in the classroom, outdoor playground, or other location; perform specialized health care services to children with exceptional needs.

- 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, District Supervisor of Health Services, 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, inhalers, epi-pens, emergency care and other health care related duties as assigned.
- Accompany or assist children to and from school buses and move to and from school site activities; 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 school site.
- 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 health problems, illnesses, or injuries of students; notify staff of students with special health needs; refer parents to Supervisor of Health Services as necessary.
- Screen health forms for completeness and currency; type, distribute and mail letters to parents concerning incomplete records, exclusions, required immunizations and physicals.
- Maintain health records, referrals, and reports; compile and type accident reports and forward to appropriate authorities; prepare and file first aid forms as necessary.

Other Duties:

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

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Enrollment and attendance guidelines and procedures.
- Operation of a computer terminal and data entry techniques.
- Modern office practices, procedures, equipment, and software.
- Record-keeping techniques.
- Health and safety regulations.
- First aid methods and procedures.
- Personal hygiene practices.
- Clean and sterile treatment techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- 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.
- Maintain records and prepare reports, lists, correspondence, and other documents.
- Coordinate meetings and events.
- Administer first aid, medications, injections, and other health-related services in accordance with medical

professionals' instructions, district guidelines, and applicable best practices.

- Determine appropriate action within defined guidelines and respond effectively in emergency situations.
- Screen students for various health and safety concerns.
- Interpret and apply related rules, regulations, policies, and laws.
- Operate office equipment, computer, and related software.
- Work confidentially with discretion.
- 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.
- Perform timely and accurate data entry into a computer.
- Work independently with little direction.
- Complete tasks in a timely manner and provide effective customer service 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 and two years of health/medical office experience, including at least one year of clerical experience in an automated office environment and some experience with acute care. 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 or file materials. 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. Contact with dissatisfied or abusive individuals.

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: 117

Established: June 22, 2018

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