

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSTION TITLE:** Health Technician/LVN

**DEPARTMENT/DIVISION:** Health Services

**WORKYEAR CALENDAR:** 12 Months / 260 Work Days

### **POSITION SUMMARY:**

Under the direct supervisory authority of the Director of Student Services or their designee, and the frequent direction of the school nurses, assists in the care and education of children with physical and/or mental impairments by performing specialized health care procedures and/or other health related duties as assigned. Does related work as required. This position may serve at multiple sites throughout the District; use of personal vehicle may be required.

### **ESSENTIAL FUNCTIONS:**

1. Takes action in emergency situations and other medical emergencies.
2. Performs clean and/or sterile catheterizations, tracheostomy suctioning, ostomy care.
3. Feeds physically impaired students including gastrostomy tube feedings.
4. Monitors general well-being of children.
5. Helps monitor diabetic students' needs, administering medications as directed by prescription or other care as needed.
6. Assists in a variety of clerical duties, including but not limited to preparing testing forms or reports, updating student health logs, and other data entry/clerical tasks.
7. Helps monitor the immunization status of students.
8. Helps maintain accurate documentation of students' health screening results.
9. Performs other related duties as required.

### **EDUCATION AND EXPERIENCE:**

LVN (Licensed Vocational Nurse) required; Experience in an education setting preferred; experience working with children with various disabilities preferred, but not required. Valid driver's license required. Must provide proof of auto insurance and meet District auto insurance requirements. This position is subject to DMV pull notice.

### **SKILLS AND QUALIFICATIONS:**

1. Knowledge of modern medical practices and techniques.
2. Knowledge and ability to assist an injured child.
3. Ability to work cooperatively and effectively with students, staff, parents, personnel from other agencies, and the community.

4. Ability to maintain confidentiality.
5. Ability to be flexible and receptive to change.
6. Ability to enter data into a computer terminal/typewriter.
7. Ability to operate standard office equipment and use a telephone.
8. Ability to maintain cooperative working relationships with those contacted in the course of work.

**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 and operate standard office equipment.
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 with or without hearing aids.
5. Speak so that others can understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk for extended periods of time.
7. Bend, squat, stoop, reach overhead, and grasp.
8. Push/pull up to 75 lbs.
9. Lift and carry up to 75 lbs. at waist height for short distances.
10. Manual dexterity to utilize medical equipment using both hands.
11. Facility to speak in audible tones so that others may clearly understand instructions in presentations.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and outdoors and come in direct contact with TUSD staff, students and the public.

**SALARY:** Classified range 50

**REVISED:** 09/09/2025