*Lake Elsinore Unified School District*
*June 25, 2015*
*Governing Board Approval*

**JOB DESCRIPTION**

**JOB TITLE: Health Technician**

**Job Family: Clerical/Secretarial Services**

**RANGE:** 29

**Job Purpose Statement:** Under the supervision and direction of the site principal, with consultation from school nurses, to assist in performing a variety of functions including but not limited to preparing, maintaining and updating student health records and files, maintain school health office(s); timely evaluation, care and referral of student illness and injuries and to administer first aid; communicating with the nurses about student health plans; assist students with the administration of medication and monitoring of side effects according to district policy; to administer minor first aid; to complete clerical duties with student health records; and to do other related work as required or assigned. Incumbents receive general supervision from a school nurse.

**Essential Job Functions:**

* **Organizes,** prepares, maintains and updates information for student health records and files.
* **Receives** and screens ill or injured students or staff; determines the possible nature of the illness or injury; and provides first aid or refers to nurse, doctor, parents and others as required by established District policies and procedures.
* **Administers** first aid in conjunction with established District policies and procedures.
* **Contacts** parents, doctors and/or school nurse regarding accidents or illness and follow their advice.
* **Notifies** school principal or designee of all emergency and catastrophic situations that may be potentially life threatening to an injured or ill student if a school nurse is away from the site**.**
* **Assists** the school nurse in performing health care procedures and receiving, organizing, distributing and providing follow-up information related to student Individual Health Service Plans, Individual Education Plans, or other designated student health plans.
* **Assists** in specialized health procedures in the absence of the designated person including, but not limited to diabetic care, catheterization, diapering, colostomy care, or g-tube feeding and suctioning.
* **Assists** the school nurse with setting up health screenings and tests such as vision, dental, hearing, scoliosis, and any other screenings as maybe necessary and performs appropriate follow-up to complete screening.
* **Prepares** accident reports, maintains health related records and logs the results of hearing, vision, dental, scoliosis screenings, and physical examinations mandated by state requirements.
* **Keeps** nurse advised about students' health or physical problems.
* **Administers** medication, prescription, non-prescription, and emergency medication in strict compliance with doctor's orders and District policy.
* **Reviews** student immunization records and advises nurse, students, parents, etc. of immunization needs.
* **Reviews** student emergency records and contact parents to obtain necessary information.
* **Screens** students suspected of having communicable diseases, notify parents, send notices, or exclude as necessary in consultation with school nurses.
* **Reports** suspected child abuse and communicable diseases to school nurse and appropriate agencies.

* **Inventories,** orders and stores health office forms and supplies.
* **Performs** clerical functions such as typing, filing, record keeping and similar duties in support of assigned school health office(s).
* **Assists** in disaster preparedness plans and drills.
* **Participate** in special health programs on site.
* **Assists** students and parents in locating agencies that can help them with health and wellness issues.
* **Participates** in district in-service trainings, as required.
* **Provides** services to sick/injured students.
* **Perform** other related duties as assigned**.**

**Other Job Functions:**

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Job Requirements - Qualifications:**

**Education and Experience Required**: High School diploma or equivalent. Two (2) years increasingly responsible clerical or secretarial experience supplemented by demonstrated course work in the health profession. Certificate in Medical Assistance or Certified Nursing Assistant preferred. Must possess and maintain current First Aid/Cardio Pulmonary Resuscitation/Automatic External Defibrillator (1st Aid/CPR/AED) certifications. Hands-on training for CPR and AED certification must be completed in a classroom setting.

* **Skills**, **Knowledge and/or Abilities Required:**

*Skills*: Keyboarding accurately at a rate of 30 words per minute; operate standard office equipment, use of computers and software, communicate effectively with students, parents, other school personnel; use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic arithmetic calculations. Operate adaptive equipment in a proper and safe manner.

*Knowledge* of: First aid, CPR including Automatic External Defibrillator, and health care terminology, practices and procedures, basic symptoms of communicable, blood-borne pathogens, and other childhood related diseases.

*Abilities* to: Learn and apply District policies and procedures related to student health care/record keeping requirements; prepare and maintain accurate health records and files; utilize pertinent software applications; perform standard clerical and secretarial procedures; perform standard record keeping procedures; independently analyze issues and create a plan of action; learn new skills due to changing job conditions and/or technology; adhere to safety practices and work under time constraints; assess emergency situations and call 911 as needed; operate Automatic External Defibrillator; sit for prolonged periods, work independently, understand and carry out oral and written instruction. Significant physical abilities include reaching/handling/fingering, talking/hearing conversation, near visual acuity/depth perception.

* **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Valid California Driver's License. Standard First Aid and Cardiopulmonary Resuscitation Certificates and additional health care certificate(s) as designated by the District.