Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Health Technician Support Coach**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – School Clerical**	Pay Range:	**SC27H**
Prepared/Revised Date:	**August 1, 2026**	Job Code:	**40910**

SUMMARY: Responsible for collaborating with Health Technician, Nurses, Medical and Integrated Services (IS) paraprofessionals as a resource/coach to support students with varying degrees of need under the direction of the Health Services Coordinator and school nurses.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Assist and train Health Technicians and School Nurses with maintaining physical and digital health office records, including all office visits, phone calls, collecting and uploading of Health Care Action Plans (HCAPs), immunizations, exemptions, medication, medication forms, vision and hearing results and referrals, cumulative health information, and student accident and injury records.
2. Engage in activities that promote communication, collaboration, and understanding between the health services coordinator, school nurses, health technicians, school administration, front office staff, teachers, medical paraprofessionals, IS classroom teachers, and paraprofessionals.
3. Foster a collaborative, supporting environment with the Health Services team, school personnel and other district staff by responding to questions and concerns promptly.
4. Assist Health Services Coordinator and/or School Nurses with special projects.
5. Support orientation, onboarding and training of new health technicians, school nurses, and medical paraprofessionals on PSD policies and procedures around health records, student supports, field trips, athletics, and mandatory trainings. Provide demonstration and guidance to paraprofessionals and health technicians through modeling and/or shadowing of delegated procedures, interventions, and medication administration per Health Care Action Plan or Individualized Health Plan, under the direction of school nurses and in collaboration with IS Para Trainer Support Coaches.
6. Assist and train Health Technicians and School nurses with the preparation of medications, and medication documentation for school-sponsored trips as needed. Support by attending school-sponsored trips with medically fragile students when needed and approved by the Health Services Coordinator.

7. Coordinate with the Health Services Coordinator, School Nurses, School Office Managers, and Health Technician substitutes to cover the health office for unplanned absences of school health technicians and medical paraprofessionals. Coordinate coverage for medical para's absences. Provide appropriate care including but not limited to evaluating and attending to students visiting the health office, providing emergency and routine health care and/or first aid, administering medications through the appropriate route (needle, feeding tubes, rectal, oral, nasal, or topical) while adhering to district and state protocols and safety monitoring.
8. Develop, plan and facilitate professional development for Health Tech orientation, beginning of the year training, and Health Services quarterly meetings in conjunction with the Health Services Coordinator. Assist with tracking professional development participation to ensure all participants receive credit for completion.
9. Prepare, coach, and assist health technicians with coordination of mandatory student vision and hearing screenings. Plan, prepare, and participate on screening day. Assist health technicians with appropriate communication of screening details with school staff, school nurses, parents and volunteers. Train health technicians on entering screening results into the electronic record system. Assist health technicians with distribution of vision referrals to families and assist with make-up screenings.
10. Attend required training classes including Basic Life Support (BLS) CPR/First Aid (2-year renewal), Medication Administration (3-year renewal), Seizure (annual renewal), Diabetes Glucagon (as needed), and district level professional development. Attend quarterly health technician meetings.
11. Travel between multiple sites daily to support where and when needed.
12. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D
- Experience working in pediatric or adolescent health care preferred
- Minimum of three years of experience as a health tech in PSD or over 5 years' experience in another school district
- Experience co-planning or co-delivering professional development
- Experience advocating for and addressing the needs of health technicians, paraprofessionals, students, or families

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Successful completion of BLS/CPR/AED/First Aid, and Administering Medication in a school setting (if not currently certified, successful completion must be done within 60 days of hire)

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills

- Ability to maintain high levels of professionalism and confidentiality in all aspects of the job with students, parents, and staff
- Interpersonal relationship skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Knowledge of basic medical equipment such as thermometer, glucometer, and pulse oximeter
- Knowledge of delegated nursing procedures (medication administration, tube feedings, catheterizations, administration of oxygen, measurement of blood sugar, suctioning etc.,) and following Health Care Action Plans per delegation
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and comfort with management of life-threatening situations and the delivery of medications through injection, feeding tubes, rectal, oral, or topical routes after nurse delegation
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Coordinator Health Services	
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for assisting training employees; assisting with planning, assigning and directing work; and assisting with addressing complaints and resolving problems
- Responsible for supervising the behavior and well-being of students in the health room

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy				X
Coordinate			X	
Instruct				X
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	