



**Job Description  
Health Technician I (Non LVN)**

**February 13, 2018**

**DEFINITION**

Under the direction of an assigned administrator and a Certificated School Nurse, analyze situations accurately and adopt an effective and safe course of action; provide specialized health care services to students in need; assess and administer first aid care to ill and injured students and staff; document and maintain student health information required by Federal, State and Local agencies; ensure that the Health office is maintained in a secure and sanitary manner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide specialized health care to students.
- May perform specialized health care procedures such as but not limited to tube feeding, suctioning, administration of Diastat, monitoring of glucose levels, and treatment of hyperglycemia and hypoglycemia with insulin, glucose sources or glucagon.
- Evaluate ill students and administer first aid in accordance with established procedures for the purpose of providing appropriate care for injured or ill students and staff.
- Assist in administration of medications according to physician orders and parent instructions.
- Utilize a variety of health equipment and supplies in caring for injuries and health needs.
- Notify parents of student conditions or symptoms as needed.
- Assist with vision, hearing, and dental screenings.
- Administer and/or oversee head lice checks.
- Maintain a variety of electronic and paper health records.
- Ensure pertinent student medical information is communicated to appropriate staff in compliance with applicable confidentiality requirements.
- Maintain the health office in a clean, orderly and safe condition; dispose of biomedical waste, and hazardous materials according to established procedures.
- Maintain inventory and order first aid supplies.
- Use a variety of office and medical equipment.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

- Federal, State and District policies, procedures and practices related to health and safety.
- General needs and behavior of children.
- Basic anatomy and physiology.
- Medical treatment practices.
- Specialized health care procedures.
- Symptoms indicating change in a student condition.
- Student medical conditions and the effects these may have during school day.
- Care of the chronically ill and/or medical fragile students.
- Emergency equipment, supplies, and medical equipment.
- Terminology related to student health programs.

- First Aid and age-appropriate CPR procedures.
- Disposal of biomedical and hazardous waste.
- Health and medical record-keeping practices.
- Office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

**Ability to:**

- Demonstrate concern for the comfort and dignity of students.
- Exercise good judgment and remain calm in handling both minor and major emergency situations and specialized care procedures.
- Assess and provide first aid care to ill and injured students and staff.
- Operate medical equipment such as administering oxygen, suctioning tract tubes, etc.
- Assist individuals with specialized health care needs.
- Plan and prioritize work.
- Follow directions with and perform work with absolute attention to detail.
- Maintain health office in an orderly and safe condition.
- Work cooperatively and effectively with staff, students and the general public.
- Establish and maintain effective relationships with students, parents, and employees.
- Work effectively with frequent interruptions.
- Meet schedules and timelines.
- Perform work without continuous supervision.
- Establish and maintain files, records, reports and referrals.
- Maintain confidentiality of students and health records.
- Enter data in student information system and generate reports.
- Communicate effectively both orally and in writing.
- Read, explain and follow rules, regulations, policies and procedures.
- Perform clerical duties.
- Operate computer and medical equipment as required.
- Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE**

- At least one year of experience providing student health care in a school or health office or providing student or adult health care in a nursing facility, clinic or hospital.
- High School Diploma or the equivalent

**Licenses and Other Requirements**

- CPR and First Aid Certification
- AED Certification

**WORKING CONDITIONS**

**Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Daily contact with district, school staff and students
- Constant interruptions
- Moderate to high stress level

**Physical Abilities:**

- Hearing and speaking to exchange information in person and on the telephone.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to observe students and read a variety of materials.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.
- Push students in wheelchairs.
- Lift students on and off toilets and wheelchairs or other equipment.
- Occasionally lift and/or move up to 50 pounds or over 50 pounds with assistance.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Hazards:**

- Contact with blood and other body fluids.
- Potential for contact with blood-borne pathogens and communicable diseases.
- Chemicals including antiseptics and disinfectant.
- Biomedical wastes and hazards.
- Contact with students who could potentially display violent (or aggressive) behavior.

**REQUIRED TESTING**

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

**CLEARANCES**

California Department of Justice (DOJ) fingerprint clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

Range: 10

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