



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>HEALTH TECHNICIAN</u>			
DEPARTMENT/SITE:	Nursing & Health Services	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	17
		WORK YEAR:	12 Months (237 Days)
REPORTS TO:	Coordinator of Health Services	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the direction of the Coordinator of Health Services with direct health care procedures supervised by the Credentialed School Nurse, provide a variety of health services to students at assigned school sites; perform student health procedures, complete required health documentation and state-mandated reports in accordance with applicable laws and regulations; prepare and maintain student health records, administer basic first aid. The incumbents in this classification assist in providing students with specialized healthcare services which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

Health Technician is assigned to the Nursing & Health Services Department to provide a variety of health services to students District-wide, assist Credentialed School Nurses, record health screening results, and assist with the coordination of health screening programs. **Health Assistant** is assigned to a school site to provide a variety of health services to students, dispense medications, and establish and maintain student health records at the assigned site.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Provide a variety of health services to students at assigned sites; perform student health procedures, complete required health documentation and state-mandated reports, and administer basic first aid to students and staff as appropriate. Dispense medications according to physician orders, and maintain medication administration records including amount, time, route, medication, authorizations, and related information.

Upon successful completion of training and under the supervision or direction of a Credentialed School Nurse, assist with specialized healthcare procedures as needed including urinary catheterization, blood glucose testing, insulin administration, tube feeding, emergency medication administration, and other procedures as directed.

Assist Credential School Nurse as directed; maintain student health records and student health profile; maintain health records in cumulative folders; contact other schools/physicians to request health records; record health screening results and assist with coordination of Health Services programs.

Assist with gathering and monitoring student immunization records; review immunization records to determine compliance with State laws and requirements; send notices to parents regarding immunization requirements; follow up on conditional admissions; maintain related files, records, and cards.

Perform first aid procedures in emergency situations and notify Credentialed School Nurse, Administrator, parents, Physicians, or paramedics as necessary; assist with maintaining the emergency/disaster plan and related supplies. Follows District Emergency Procedures and completes annual training requirements.

Operate standard health instruments; operate a variety of office equipment including a copier, fax machine, computer, and assigned software.

Communicate with personnel, students, parents, and various outside agencies to exchange information and resolve issues or concerns; refer major concerns to the Credentialed School Nurse as appropriate according to HIPAA and FERPA regulations.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings and meetings.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Basic health office practices, terminology, procedures, and equipment.

Health and safety regulations.

Basic first aid and CPR/AED procedures.

Clean and sterile treatment techniques.

Operation of a computer and assigned software.

Modern office practices, procedures, and equipment.

Record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Successfully complete annual student health procedure skills lab according to standards of practice.

Screen students for various health and safety concerns.

Administer first aid and CPR/AED and maintain current certifications.

Follow District and Health Services Procedures.

Prepare and maintain student health records.

Learn, interpret, apply and explain rules, regulations, policies, and procedures.

Learn and assist with specialized healthcare procedures.

Respond effectively and appropriately to emergency situations.

Observe health and safety regulations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Complete work with many interruptions.

Operate a computer and assigned software.

Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and one year of healthcare experience.

Medical Assistant, Certified Nursing Assistant, or Emergency Medical Technician preferred.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR), Automated External Defibrillator (AED), and First Aid Card is required. Maintain up-to-date certificates in CPR, first aid, and AED.

Valid California driver's license and ability to maintain eligibility for automobile insurance.

WORKING CONDITIONS:**ENVIRONMENT:**

Itinerant- schedule determined by assigned Credential School Nurse to meet the needs of the students and school sites.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate medical equipment.

Hearing and speaking to exchange information.

Lifting and moving students as assigned by the position.

Bending at the waist, kneeling, or crouching to assist students.

Reaching overhead, above the shoulders, and horizontally to retrieve supplies.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials and screen student health conditions.

HAZARDS:

Exposure to blood-borne pathogens and bodily fluids.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

05/22 New Class (EH&A / MGT Consulting) / PC: 10/2022 & GB: 10/2022