

HEALTH TECHNICIAN

CLASSIFICATION: Classified

TITLE OF IMMEDIATE SUPERVISOR: Principal or Vice Principal.

TITLE OF EVALUATOR: Principal or Vice Principal.

JOB SUMMARY: Under the supervision of a school administrator and in consultation with a public health nurse, care for injured and ill students and students with chronic health issues. Perform clerical duties relating to student health care; maintain student health records and attend to students referred to the health office.

ESSENTIAL DUTIES:

- Maintain student health, immunization, and emergency medical records; ensure that required records are on file for every student.
- Record accident and injury information from students and teachers; record all health data in a timely manner.
- Screen students referred to the health office; administer minor first aid; observe and assist sick students; determine if additional or emergency care is required; refer decisions for emergency or additional care to supervising administrator or district nurse; offer assurance to students until care is available.
- Administer medication as directed by a physician.
- Notify parents of illness and injuries; communicate with parents to provide and/or obtain student health information.
- Collect data and distribute athletic clearance forms, associated transportation fees, verification of health insurance, valid sports physical, and academic clearance prior to student's participation in extracurricular sports program.
- Order and maintain health office supplies and equipment; maintain health office in a clean and orderly condition.

OTHER DUTIES:

- Operate computer to input and gather student information.
- Prepare and distribute required reports; perform other clerical duties as necessary.
- Organize annual, free Sports Physical Clinic on site
- Maintain updated information/pamphlets on a variety of relevant health topics and make accessible to students and staff
- May monitor lost items and claims
- May participate in 8th Grade Parent's Information Night to provide information Health Office information to parents and students.
- May attend IEP meetings, when requested, to provide input on an individual's particular health problems, issues, or needs as they relate to his or her overall school experience.
- May participate in an annual on site health fair.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS:

- **Training and Experience** - Knowledge of advanced First Aid and CPR procedures and techniques; recordkeeping techniques; oral and written communication; student needs and behavior.
- **Abilities** - Ability to: communicate effectively with students, parents and staff; administer First Aid and CPR; assess emergency situations quickly and calmly; work independently with little or no direction; prepare and maintain records and reports; establish and maintain effective relationships with others; ability to follow oral and written directions; learn school health requirements for students, operate a computer at a basic level.
- **Physical Effort/Working Environment** - Secondary school health office subject to interruptions and emergency situations. Lifting ill or injured students. May be required to use personal vehicle in transporting students in health related emergency situations. A pre-placement physical examination may be required.
- **Licenses and Certifications** - A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required. CPR certificate and First Responder certificate (must be obtained within six months of employment).
- **Education** - Any combination equivalent to graduation from high school and two years of experience in a health related field.

West Sonoma County Union High School District
Classified Salary Schedule - Range 26
6 hrs per day, 182 days
Approved: June 17, 1999
Revised: May 13, 2009