

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: April 18, 2017
Salary Schedule: 20; Row: 18

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: HEALTH TECHNICIAN

JOB PURPOSE STATEMENT: Under the supervision and direction of a site administrator, 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 nurse 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 participate in training in a variety of medical treatments and procedures necessary in providing specialized health care services to meet the medical and physical needs of all students: 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.

JOB FUNCTIONS:

- Provides specialized health care services such as wheelchair positioning, lifting, chest percussion, emergency injections, medications requiring specialized procedures, catheterization, NG tube feeding, colostomy/ileostomy care, gastronomy feeding, oxygen supplementation, tracheotomy care, and other procedures which are necessary to enable a student to attend school, as prescribed by a physician.
- Organizes, prepares, maintains and updates information for student health records and file.
- Receives and screen ill or injured student; 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 with established District policies and procedures.
- Contacts parents, doctors and/or school nurse regarding accidents or illness according to District policies and procedures.
- 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.

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JOB FUNCTIONS (continued):

- Assists the school nurse in receiving, organizing and storing health care procedures to student Individual Health Service Plans, Individual Education Plans, or other designated student health plans
- Assists the school nurse with setting up health screenings and test 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 documents and records 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/or District Policy
- Reviews student emergency records and contact parents to obtain necessary information
- Reports students suspected of having communicable diseases to school nurse
- 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
- Provides referrals to students and parents for supporting agencies in compliance with school nurse direction
- Participates in district in-service training, as required
- Performs CPR according to established guidelines and procedures
- Responds appropriately and effectively in emergency situations in a busy office environment
- Maintains confidentiality of student information and records
- Maintains inventory of first aid supplies and orders supplies as needed
- Maintains a clean, sanitary and orderly health office
- Uses English in both written and verbal form; correct spelling, grammar, and punctuation

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JOB FUNCTIONS (continued):

- Performs basic mathematical calculations
- Performs related duties as assigned to support to overall objective of the position.
- Understand, be sensitive to and respect the diverse academic, socio economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
- Establish positive rapport with students, teachers, health personnel, and parents.

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps, and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and audio-visual machines in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma

Experience:

- Two (2) years increasingly responsible clerical or secretarial experience.
- Experience in working with young children and adolescents is desirable.

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Licenses, Certifications, Bonding, and/or Testing:

- Must possess and maintain current First Aid/Cardiopulmonary Resuscitation/Automatic External Defibrillator (1st Aid/CPR/AED) certifications.
- Hands on training for CPR and AED certification must be completed in a classroom setting.
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance
- Valid California Driver's license