

OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

SCHOOL HEALTH TECHNICIAN

DEFINITION:

Under general supervision of the District Nurse, provides services related to student health and physical needs in various environments and circumstances; performs a wide variety of first aid, record keeping and clerical duties; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

Positions in this class assist the District Nurse in meeting specific objectives of the school health program involving services to, and records concerning, students. Incumbents utilize independent judgment in performing their tasks, duties and responsibilities which vary according to the environment and/or student needs. Contact with students is continuous and often intense. Incumbents regularly function without direct supervision of the District Nurse. Assignments may include working at more than one location and with multiple students requiring special care. Some positions may be assigned to work at a site where students manifesting the most severe disabling attributes are educated.

EXAMPLES OF DUTIES:

Provide medically necessary, sound and approved first aid to ill/injured students; *E*

May summon paramedic, other medical assistance or administer CPR and make appropriate notifications as necessary; *E*

Assess student health symptoms, determine appropriate first aid intervention needs and take appropriate action, seeking advice and counsel from the District Nurse as necessary; *E*

Keep records regarding student illness or injury and perform necessary follow-up; *E*

Make arrangements for health screening and assist the District Nurse with screening and follow-up; *E*

Gather information for and generate, modify, and/or update various records and files, utilizing a wide variety of modern office equipment. Record test and other data in student records and files; *E*

Complete County and State mandated health reports and surveys; *E*

Review student immunization records prior to school entry, take necessary action in accord with district protocol and follow up with the parent/guardian or District Nurse on required student immunizations; *E*

Inspect students for presence of communicable diseases and/or parasites and take appropriate action in accord with district protocol; *E*

Implement and monitor procedures for the safe storage and administration of medications; *E*

E denotes an essential function of the job.

Perform specialized physical health care procedures in accord with individualized protocol after training by and under the indirect supervision of the District Nurse; *E*

Administer prescribed medications and monitors "at risk" students having significant medical needs; *E*

Serve as a member of the school site Disaster Preparedness Team; *E*

Proficiently and safely use "Hoyer" or similar lifting equipment, and specialized wheelchair and other orthopedic devices. *E*

Lift and/or carry students as deemed necessary in a safe and appropriate manner; *E*

Perform and/or assist in toileting, diapering, intimate hygiene, cleaning and dressing students as necessary in an appropriately modified environment; *E*

May call a doctors office or clinic to obtain medical information on a student.

May be called upon to:

Organize and/or present health-related information and demonstrations to students as approved by the District Nurse and Site Administrator;

Gather medications and paperwork for students participating in the outdoor education program;

Accompany students on bus to/from school and on field trips;

Monitor school office functions in absence of, and in conjunction with School Office Manager, as time permits;

To support educational goals of students by assisting with specific activities as required.

SUPERVISION:

General supervision over medical aspects of the job is provided by the District Nurse, while day-to-day supervision of school office or classroom related duties is received from the school Principal.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Physical, emotional, general and specific health needs of regular and disabled students;

Approved first aid techniques and practices;

Causes, means of transmission and control of communicable diseases;

Procedures and practices for promoting student health, hygiene;

Modern office methods, procedures, practices, terms and equipment, including a basic knowledge of word processing;

Filing systems, record keeping procedures and basic mathematics;

Appropriate English usage, spelling, grammar, punctuation;

Business office telephone techniques and etiquette;

Appropriate safety procedures and precautions.

Ability to:

Administer First Aid, and CPR;

Learn and independently apply other medically necessary procedures as directed by the District Nurse;

Work independently, utilizing good judgment in seeking assistance of District Nurse as appropriate and in situations where specific medical knowledge is required;

Analyze and evaluate health situations calmly and correctly, taking appropriate, approved actions;

Learn specialized medical/health care techniques, procedures, methods and independently apply them as taught;

Maintain detailed and confidential records;

Operate various office and specialized equipment, including data and word processing programs;

Operate various office and specialized equipment, including data and word processing programs;

Rapidly learn procedures and software used in school offices;

Accurately type documents and reports.

Understand and carry out oral and written instructions;

Receive and give information to others clearly, calmly, accurately and courteously;

Establish and maintain cooperative, effective working relationships;

EDUCATION AND EXPERIENCE:

Possession of the foregoing knowledge, skills and abilities is equivalent to attainment of education sufficient to succeed in the position. Prior experience in dealing with students, student health problems, disabled students and/or medical experience, training highly desirable.

LICENSES/CERTIFICATIONS REQUIRED:

Current, valid CPR and First Aid Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Frequently stands, walks, sits; occasionally stoops, kneels, bends, uses fingers repetitively, and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a health office environment; use a computer and telephone; works primarily inside; has hands in water frequently and wears latex/vinyl gloves; is frequently exposed to minor and on occasion to severe contagions including: blood borne pathogens and illnesses, has frequent direct contact with public, students and other district staff , occasionally in difficult interpersonal situations; may work without direct guidance from supervisor; may lift students weighing 50 pounds or more. Employment contingent upon passing physical and back evaluation test.

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