



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



*Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!*

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## **School Health Technician**

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### **JOB SUMMARY:**

Under general supervision of the school site administrator, provides health and physical services to students; assists students in taking medications; performs a wide variety of first aid, record keeping and clerical duties.

### **CLASS CHARACTERISTICS:**

Positions in this class assist a 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 a 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.

### **REPRESENTATIVE DUTIES:**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

#### **Essential Duties**

- Provide medically necessary, sound and approved first aid to ill/injured students;
- May summon paramedic, other medical assistance or administer CPR and make appropriate notifications as necessary;
- Assess student health symptoms, determine appropriate first aid intervention needs and take appropriate action, seeking advice and counsel from a District nurse as necessary;
- Keep records regarding student illness or injury and perform necessary follow-up;
- 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;
- Complete County and State mandated health reports and surveys, including Medi-Cal Administrative Activities (MAA) and Medi-Cal billing;
- 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;
- Inspect students for presence of communicable diseases and/or parasites and take appropriate action in accord with district protocol;
- Implement and monitor procedures for the safe storage and administration of medications;
- Perform specialized physical health care procedures in accord with individualized protocol after training by and under the indirect supervision of a District nurse;

- Administer prescribed medications in accordance with established district policies and procedures, and monitor "at risk" students having significant medical needs;
- Assist students requiring specialized health care procedures including but not limited to toileting, tube feeding, suctioning, auto-injector epinephrine, and address immediate health care needs to allow students to function in a school environment;
- Perform medical procedures according to established protocols, including catheterization, N/G tube feeding, changing tracheotomy tubes and ties, machine suctioning, colostomy/ileostomy care, gastrostomy feeding, mechanical ventilation, nasal cannula, oxygen, supplementation, syringe suctioning and related procedures, trained and supervised by a District nurse;
- Lift and/or carry students as deemed necessary in a safe and appropriate manner; Perform and/or assist in toileting, diapering, intimate hygiene, cleaning and dressing students as necessary in an appropriately modified environment;
- Proficiently and safely use "Hoyer" or similar lifting equipment, and specialized wheelchair and other orthopedic devices;
- Serve as a member of the school site Disaster Preparedness Team;
- Operate a variety of office equipment including a personal computer.

**Other Related Duties:**

- Monitor school office functions in absence of, and in conjunction with School Office Manager, as time permits;
- Accompany students on bus to/from school and on field trips;
- Organize and/or present health-related information and demonstrations to students as approved by a District nurse and site administrator;
- Gather medications and paperwork for students participating in the outdoor education program;
- Make arrangements for health screening and assist a District nurse with screening and follow-up;
- May call a doctor's office or clinic to obtain medical information on a student.

**SUPERVISION:**

General supervision over medical aspects of the job is provided by a District nurse, while day-to-day supervision of school office or classroom related duties is received from the school site administrator. Positions serving Special Education students may receive direction from a certificated Special Education Teacher.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Current first aid and CPR principles and practices as well as related health and safety precautions;
- Physical, emotional, general and specific health needs of regular and disabled students;
- Approved first aid techniques and practices;
- Suspected child abuse reporting requirements;
- Basic principles of child behavior;
- 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 Microsoft Office word processing, spreadsheet, database, email and internet computer applications;
- Filing systems, record keeping procedures and basic mathematics;
- 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 a District nurse;
- Work independently, utilizing good judgment in seeking assistance of a 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, equipment and independently apply them as taught;
- Maintain detailed and confidential records;
- Operate various standard and specialized office equipment including a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, database, email and internet computer applications;
- Rapidly learn procedures and software used in school offices;
- Accurately prepare documents and reports.
- Understand and carry out oral and written instructions;
- Follow universal precautions relative to blood borne pathogens;
- Receive and give information to others clearly, calmly, accurately and courteously;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Deal tactfully, sometimes in stressful situations, with students and parents regarding health issues;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

**EMPLOYMENT STANDARDS:**

**Education:**

- High school diploma or equivalent;
- Medical Assistant Certificate is highly desirable and may be supplemented for one (1) year of the required experience.

**Experience:**

- One (1) year of paid or volunteer experience in a health care field.
- Experience working with student health problems or disabled students is highly desirable.

**Licenses Required:**

- Current valid CPR and First Aid Certificates.

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The position is frequently exposed to minor and on occasion to severe contagions including: blood borne pathogens and illnesses; frequently washes hands and frequently wears latex/vinyl gloves. The incumbent has frequent direct and indirect contact with the public, students, district staff, and employees of other districts. The position may require working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

**Physical Demands:**

While performing the duties of this job, the position is continuously required to walk, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The position frequently requires the incumbent to stand, sit, lift, carry, stoop, crouch, reach, grip, and grasp. The incumbent may occasionally push, pull, and kneel. The work involves little to heavy physical efforts; frequently exerts up to 20 pounds of force; may occasionally lift students weighing 50 pounds or more. This position requires near visual acuity sufficient to use a computer screen. Employment is contingent upon passing physical and back evaluation test.

**SALARY RANGE**

Range 26

Classified Bargaining unit

Revised 12/9/04, 2/14/08, 3/11/10, 7/18/13, 5/12/16  
Job Description Review and Revisions Effective: 10/12/17