

TITLE: HEALTH TECHNICIAN

JOB GOAL: To assist Credentialed School Nurse with providing for the health and safety of the students and managing the health office by providing first aid for ill or injured students, administering medications, performing medical procedures and maintaining students' health records. Employees in this classification receive direct and indirect supervision from a school or lead nurse within a framework of well-defined policies and procedures. Duties are in alignment with established MVUSD policies and procedures.

QUALIFICATIONS

Knowledge of

1. Standard office procedures and practices.
2. Proper English usage, punctuation, spelling, and grammar.
3. Basic understanding of health and medical terminology, immunizations, and medical procedures.
4. Basic first aid, cardio-pulmonary resuscitation (CPR/AED), and health care practices and procedures.
5. Basic recognition of symptoms of communicable and other childhood-related diseases as well as other medical conditions such as anaphylaxis, hypoglycemia, seizure disorders, etc.
6. Recordkeeping techniques.
8. Health and safety regulations for this position.

Ability to

1. Learn and apply district policies and procedures related to student health care/record keeping requirements.
2. Obtain and maintain a valid Heartsaver AHA or ARC First Aid Certificate, CPR/AED Certificate, and additional health care/work related certificate(s) or trainings as designated by the district.
3. Assist with maintenance and operation of district AEDs, including required checks and documentation.
4. Administer basic first aid to ill or injured students.
5. Respond appropriately and effectively in emergency situations.
6. Complete work with many interruptions.
7. Meet schedules and time lines.
8. Establish and maintain accurate health records and files.
9. Prepare accurate and concise reports and correspondence.
10. Understand and carry out responsible instructions in an independent manner.
11. Communicate effectively in both oral and written forms.
12. Operate standard office equipment and machines such as a copier and computer terminal.
13. Operate software programs and student information systems.
14. Type accurately at a rate of 40 words per minute.
15. Apply general policies and procedures to specific situations.
16. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.

Ability to: (continued)

17. Establish and maintain effective work relationships with those contacted in the performance of required duties.
18. Establish and maintain effective rapport with students, parents, and community members.

Training and Experience

1. Equivalent to the completion of the twelfth (12th) grade.
2. Two (2) years of responsible experience in the medical field and/or completion of college-level coursework in the medical field or any combination of training experience that would likely provide the desired knowledge and abilities may be considered.
3. Possession and maintenance of a valid Heartsaver AHA or ARC First Aid Certificate and CPR/AED Certificate.
4. Possession and maintenance of a valid California Driver's License.
5. Good work history and attendance.

REPORTS TO: Site Principal, School Nurse and/or designee

ESSENTIAL FUNCTIONS

1. Receives and screens ill or injured students or staff; determines the nature of the illness or injury; and provides first aid or refers them to school nurse, parents, and others as required by established district policies and procedures.
2. Administers first aid in accordance with established district policies and procedures.
3. Contacts parents, school administration, and/or school nurse regarding accidents or illness.
4. Completes accident reports according to district requirements and submits them to school nurse and administration.
5. Maintains health related records documenting and logging daily health visits and other health required information into student information system.
6. Reviews and maintains student immunization records to ensure compliance with legal requirements and advises school nurse, school administration, students, parents/guardians, etc. of required immunization needs.
7. Reviews student emergency/health records and contacts parents to obtain necessary information, if needed. Inputs information into student's health file/information system and notifies appropriate staff, as directed.
8. Informs and keeps school nurse apprised of students' health or physical requirements.
9. Assists school nurse with mandated screenings including organizing, coordinating and scheduling, preparing paperwork, notifying staff and parents/guardians, and completing tasks such as logging/documenting the results of hearing, vision, dental and other required screenings.
10. Organizes, prepares, maintains, and updates a wide variety of manual and electronic student's documents, records and/or files in accordance with established district guidelines and legal requirements.
11. Performs clerical functions such as typing computer inputting, data entry, filing, record keeping, and similar duties in support of assigned school health office.
12. Administers and/or dispenses medication in strict compliance with medical orders according to district policy and procedures and legal requirements.
13. Performs or assists with specialized physical healthcare procedures as trained for students (including, but not limited to: blood glucose monitoring, diabetic care, toileting, catheterizations, g-tube feedings, and administration of medications such as epinephrine auto-injectors, inhalers, nebulizers, or other procedures as allowed by law).

ESSENTIAL FUNCTIONS (continued)

14. Assists with, refers to, schedules and/or contacts appropriate individuals regarding charitable/community-based assistance programs for students.
15. Reports suspected child abuse and communicable diseases to appropriate individuals and agencies, as appropriate and required by law.
16. Inventories, orders, and stores health office forms and supplies according to district guidelines.
17. Assists with maintenance and operation of district AEDs, including required checks and documentation.
18. Follows district policies and procedures.
19. Participates in district and Health Technician in-service trainings as required.
20. Knows and understands the Mission and Core Values of the district.
21. Performs other related duties as required.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other additional language as assigned.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to ten (10) pounds frequently, and fifty (50) pounds occasionally.
9. Able to carry up to ten (10) pounds frequently, and fifty (50) pounds occasionally.
10. Able to push and pull objects weighing up to fifty (50) pounds.
11. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, knee flexion.
12. Able to demonstrate manual dexterity necessary to operate a computer and other office equipment in a safe and efficient manner.
13. Able to demonstrate manual dexterity and strength necessary to assist students with buttoning clothing and eating, or assist staff with student catheterization and toileting procedures, or other health required services, including, but not limited to medication administration, transferring to or from a wheelchair or other specialized physical health services.
14. Able to work with disinfectants, sanitizers, and medical chemicals in a safe and efficient manner without allergic reaction and according to district safety guidelines and training.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Some positions in this class may require individuals who can read, write, and/or speak a second language.

TERMS OF EMPLOYMENT: Ten month work-year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The site administrator or his/her designee will complete the evaluation.

Approved by:	Board of Education	Date:	September 26, 1990
Amended by:	Board of Education	Date:	February 11, 1993
Amended by:	Board of Education	Date:	May 8, 1997
Amended by:	Board of Education	Date:	March 12, 1998
Amended by:	Board of Education	Date:	December 13, 2018

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE AND AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**