

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

3/12/98
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TITLE: HEALTH TECHNICIAN

QUALIFICATIONS

Knowledge of

1. Standard office procedures and practices.
2. Proper English usage, punctuation, spelling, and grammar.
3. Basic health and medical terminology.
4. Proper first aid, cardio-pulmonary resuscitation (CPR), and health care practices and procedures.
5. Basic symptoms of communicable and other childhood-related diseases.
6. Record-keeping techniques.
7. Spanish language strongly desired.
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 First Aid Certificate, CPR Certificate, and additional health care certificate(s) as designated by the district.
3. Administer first aid to ill or injured students.
4. Respond appropriately and effectively in emergency situations.
5. Complete work with many interruptions.
6. Meet schedules and time lines.
7. Establish and maintain accurate health records and files.
8. Prepare accurate and concise reports and correspondence.
9. Understand and carry out responsible instructions in an independent manner.
10. Communicate effectively in both oral and written forms.
11. Operate standard office equipment and machines such as a typewriter, copier, and computer terminal.
12. Type accurately at a rate of 40 words per minute.
13. Apply general policies and procedures to specific situations.
14. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
15. Establish and maintain effective work relationships with those contacted in the performance of required duties.
16. 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 First Aid Certificate and CPR Certificate.
4. Possession and maintenance of a valid California Driver's License.
5. Good work history and attendance.

REPORTS TO: Site Principal or designee

JOB GOAL: To prepare, maintain and update student health records and files; to maintain assigned school health office(s); and to administer first aid. Employees in this classification receive general supervision from a school or lead nurse within a framework of well-defined policies and procedures.

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 to nurse, doctor, parents, and others as required by established district policies and procedures.
2. Administers first aid in conjunction with established district policies and procedures.
3. Contacts parents, doctors and/or school nurse regarding accidents or illness and follows their advice.
4. Prepares accident reports, maintains health related records and logs the results of hearing, vision, and scoliosis screenings.
5. Organizes, prepares, maintains, and updates information for student health records and files.
6. Performs clerical functions such as typing, filing, record keeping, and similar duties in support of assigned school health office(s).
7. Administers medication in strict compliance with doctor's orders and district policy.
8. Performs medical services to students.
9. Follows district policies and procedures.
10. Participates in district in-service training as required.
11. Knows and understands the Mission and Core Values of the district.

OTHER FUNCTIONS

1. Keeps nurse advised about students' health or physical problems.
2. Reviews student immunization records and advises nurse, students, parents, etc. of immunization needs.
3. Reviews student emergency records and contacts parents to obtain necessary information.
4. Reports suspected child abuse and communicable diseases to school nurse and appropriate agencies.
5. Inventories, orders, and stores health office forms and supplies.
6. 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.

PHYSICAL ABILITIES (continued)

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.
12. Able to exhibit full range of motion for shoulder abduction and adduction.
13. Able to exhibit full range of motion for elbow flexion and extension.
14. Able to exhibit full range of motion for shoulder extension and flexion.
15. Able to exhibit full range of motion for back lateral flexion.
16. Able to exhibit full range of motion for hip flexion and extension.
17. Able to exhibit full range of motion for knee flexion.
18. Able to demonstrate manual dexterity necessary to operate a computer and other office equipment in a safe and efficient manner.
19. Able to demonstrate manual dexterity necessary to assist students with buttoning clothing and eating, or assist staff with catheterization and toileting procedures.
20. Able to work with disinfectants, sanitizers, and medical chemicals in a safe and efficient manner without allergic reaction.

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- or Twelve-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

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**