

East Side Union High School District

Job Title: Health Care Technician

Description of basic functions and responsibilities:

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 limited supervision within a framework of well-defined policies and procedures. This job class exercises responsibility for the accurate maintenance of immunization records and for the follow-up related to immunizations. Employees in this classification screen ill/injured students, and contacts parents concerning illnesses and injuries. Employees in this classification provide a range of basic health services for all students (e.g., administration of Epi-pen for severe allergic reactions, and distribution of medications prescribed by doctor). This job class functions independently within prescribed district policies. Employees in this classification are required to maintain a valid First Aid/CPR certification and may receive specialized training on medical skills.

Supervisor: School Administrator

Typical Duties:

Collects, receives, verifies, organizes, prepares, maintains, and updates information for student health records, immunization records, and files.

Reviews student immunization records and contacts students and parents as required for immunization follow-up. Notifies appropriate administrator of enrolled students whose records are not in compliance with state and county immunization/TB laws.

Assists the registrar with registering and withdrawing students, processing of appropriate forms, and verifying student health information.

Receives and screens ill or injured students or staff; determines the nature of the illness or injury; and provides first aid in conjunction with established District policies and procedures. Determines if an emergency condition exists and warrants specific emergency treatment. Advises staff how to handle emergencies.

Contacts parents concerning ill or injured students and issues admit slips for those students leaving campus. Works closely with attendance office.

Supervises students using health office, maintaining discipline as necessary; and instructs student aides regarding health room procedures and duties.

Prepare student accident reports and maintains daily logs of students visiting health office. Maintains health related records for county and state programs. Prepares reports and records the results of hearing and vision screenings. Notifies parents of results. Organizes and schedules state-mandated programs health-related programs.

Administers medication for a variety of medical reasons in strict compliance with doctor's orders and district policy. Determines if an emergency condition exists and warrants specific emergency medication.

Maintains and updates emergency cards in student files and inputs such information into the computer using appropriate codes and procedures.

Reports suspected communicable diseases to the District Resource Nurse and the Health Department. Reports any suspected rashes directly to the Health Department.

Maintains lists and files of students with medical and physical problems and advises teachers and staff of special needs and guidelines for emergency care in the classroom.

Uses and updates computerized health and emergency data files and records on a regular basis; locates student information using the computerized information; and prints reports and lists as needed.

Maintains health room to accommodate ill and/or injured students.

Inventories, orders and stores health office forms and supplies.

Performs clerical functions such as typing, filing, record-keeping, and similar duties of assigned school health office(s).

Performs related duties as required.

Employment Standards

Knowledge of standard/proper office procedures and practices.

Knowledge of proper English usage, spelling and grammar.

Ability to enter data into student data system.

Knowledge of and ability to maintain computerized record keeping, methods and techniques.

Ability to learn and apply state, county, and district policies and laws.

Ability to obtain a valid First Aid certificate, CPR certificate, and additional health care certificate(s) as designated by the district.

Ability to understand and carry out responsible instructions in an independent manner and without continuous supervision.

Ability to communicate effectively in both oral and written forms.

Ability to establish and maintain accurate health records and files.

Ability to operate standard office equipment and machines such as typewriter, copier, computer, etc.

Ability to type accurately at a rate required for successful job performance.

Ability to analyze situation quickly and calmly and implement a course of action within well defined and established procedures and guidelines.

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to understand and follow both oral and written instructions.

Ability to learn the operations, procedures, policies, and requirements of assigned office and related function(s).

Ability to learn to operate standard office equipment/machines such as copy machine, computer terminal, printer, calculator, etc.

Ability to perform routine arithmetical calculations using addition, subtraction, multiplication and division.

Ability to maintain routine, accurate records and files.

Ability to communicate effectively in both oral and written form.

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.