

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: HEALTH TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the School Principal, administer basic first aid and screen ill or injured students in accordance with applicable laws and regulations; prepare and maintain student health records; assist with health services and medical screening of students; provide student health information according to District and federal rules and regulations.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Administer basic first aid and screen ill or injured students in accordance with applicable laws and regulations; perform routine evaluation of student illness and injury situations and notify nurse, administrator, parents, physicians or paramedics as necessary.

Coordinate the preparation of a variety of examinations related to the health appraisal of students; schedule vision, hearing, scoliosis and various other screening tests and clinics for students as appropriate.

Record health appraisal history and results of examinations; reviews student immunization history and update required reports; audit student health records for proof of physical examination by a physician as required.

Assist with examinations and refer students diagnosed as having medical problems to appropriate health service persons or groups.

Dispense medications according to physician instructions; maintain records of dosage including amount, time, medication, authorizations and related information.

Contact parents or other responsible persons regarding ill or injured students.

Maintain a variety of student records and records pertaining to the health office activities.

Establish and maintain student health records and emergency cards; review, maintain and file physical exam and immunization records; compile and prepare a variety of State-mandated information and reports concerning required physical exams and submit to appropriate agency. Provide health records to others according to established policies and procedures.

Operate standard health instruments; operate a variety of office equipment including a copier, fax machine, computer and assigned software; maintain health office supplies and order supplies as necessary.

Perform routine clerical tasks associated with the school health office and other related duties as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic health office practices, terminology, procedures and equipment.

Health and safety regulations.

Basic first aid and CPR procedures.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform a variety of clerical duties related to mandated health screening and testing programs.

Screen students for various health and safety concerns.

Administer first aid and CPR to students and staff.

Prepare and maintain student health and immunization records and files.

Learn, interpret, apply and explain organizational health policies and applicable laws, codes, rules and regulations related to student health matters.

Respond effectively and appropriately to emergency situations.

Observe health and safety regulations.

Compile and verify data and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Complete work with many interruptions.

Understand and follow oral and written instructions.

Meet schedules and time lines.

Operate a computer and assigned software.

Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years health/first aid field experience including some training and experience in emergency medical care.

**LICENSES AND OTHER REQUIREMENTS:**

Training in blood borne pathogen procedures is desirable

Possession of a First Aid and CPR Certificate.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Health office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate medical equipment.

Hearing and speaking to exchange information.  
Lifting and moving students as assigned by the position.  
Bending at the waist, kneeling or crouching to assist students.  
Reaching overhead, above the shoulders and horizontally to retrieve supplies.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials and screen student health conditions.

**HAZARDS:**

Exposure to blood-borne pathogens and bodily fluids.

Office-Technical Job Description  
Adopted by BOT 9/29/03