

**PUEBLO CITY SCHOOLS D60**  
**CLASSIFIED JOB DESCRIPTION**

**Job Title:** Health Technician  
**Prepared Date:** 01/12/2016  
**Revised Date:** 8/1/2018  
**Work Year:** 165 Work Days  
**Department:** School Culture, Wellness, and Safety  
**Reports To:** Director of School Culture, Wellness, and Safety  
**Salary Range:** Health Technician Salary Schedule  
**Benefits:** Fringe benefits based on Schedule B Benefits  
**Status:** FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The purpose of the Health Technician is to support student success through health service activities. The Health Technician provides clerical support to the school nurse and provides medical and procedural support to students as delegated by the registered nurse. A Health Technician also works in schools and may receive direction from the school principal.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- High School Diploma or equivalent
- Current certification as a Certified Nurses Assistant (CNA), Medical Assistant (MA), Emergency Medical Technician (EMT), or Licensed Practical Nurse (LPN)
- Verified First Aid training and recertification card
- Verified CPR training and recertification card
- Yearly medication training update
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Previous experience working with children, schools, or health programs
- Spanish speaking skills

**SKILLS AND KNOWLEDGE:**

- Ability to prioritize, plan, organize, and work effectively, using independent judgment to complete assignments and meet timelines
- Ability to make independent decisions in accordance with established policies and procedures

- Ability to establish and maintain a professional/effective working relationship with building staff, administrators, parents, students, and community members
- Possess an excellent work attitude and the ability and willingness to take ownership/responsibility for project completion; demonstrated ability to provide initiative in reaching organizational goals
- Ability to maintain strict confidentiality in all aspects of assignments
- Ability to coordinate daily activities and schedule with little supervision
- Ability to be flexible and adaptable in a variety of situations
- Ability to remain calm in emergency situation
- Ability to work with frequent interruptions

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

#### **Assists in Meeting Basic Health Needs of Children**

- Maintain CPR/First Aid certifications and follow appropriate procedures and approved protocols to respond effectively to emergency situations.
- Administer first aid to sick and injured children throughout the school day.
- Dispense medications and deliver delegated care activities students as deemed necessary and delegated by the school nurse.
- Utilize good judgment and communication skills to notify parents, school nurse, administrators and teachers of illness or injury as the situation warrants. Appropriately document these communications.
- Follow procedures for reporting suspected child abuse/neglect.
- Assist with Vision and Hearing Screening, follow up and data entry.
- Understand and practice Universal Precautions.

#### **Health Office Management and Health Record Maintenance**

- Maintain a record of clinic activities and individual student health records through appropriate documentation, utilizing both paper records and computer records as appropriate.
- Assist in collection of health information from both students and parents. Enter this information into the computer system.
- Review and assist in maintaining health records, including but not limited to student health information, screening results, and immunization records. Collaborate with school nurse and communicate with parents under a nurse's direction.
- Type and distribute letters and reports and written communication as directed by the school nurse.
- Maintain a clean and orderly health office in each building.

- Assist in ordering and maintaining adequate health office supplies in each building.
- Contribute to data collection of health office activities and student health records for State, District, and School reports.
- Collaborate with school nurse and school staff to prepare medications and first aid supplies for field trips.

### **Exhibits Professional Actions and Attitudes**

- Understand, respect, and maintain strict confidentiality in accordance with HIPPA and FERPA laws.
- Maintain effective working relationships with school nurse, staff, students, and parents, creating positive rapport.
- Be dependable, punctual, and reliable for good attendance at work.
- Understand and practice within the school, district and state health policies. Keep up to date with changes as they occur.
- Demonstrate flexibility with scheduling, accepting new assignments, and establishing priorities as situations changes.
- Be available to nurses at another schools within the district as needed for emergency situations provided that supervisor approval is granted and supervising nurse assumes responsibility for assisting health tech in that situation.
- Model positive health and hygiene behaviors and present professional decorum in dress and speech.
- Accept delegation for nursing tasks, personal care activities, and medication administration with appropriate training, as deemed necessary for student health safety and/or academic success.
- Complete ongoing training and in-services as required or recommended by the school district

### **NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Building Principal, Nurse, or Director of School Culture, Wellness, and Safety

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)	O – Occasionally (.5 – 2.5 hrs per day)
F – Frequently (2.5 – 5.5 hrs per day)	C – Continually (5.5-8 hrs per day)
NA – Not Applicable	

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control	X				
*Pushing/Pulling Maximum weight: <b>50 lbs.</b>			X		
Lifting Maximum weight: <b>50 lbs.</b>			X		
Carrying Maximum weight: <b>50 lbs.</b>			X		

### **WORKING CONDITIONS:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting. The employee will be subject to exposure of infectious disease and exposure to body fluids. Sometimes subject to loud noises associated with groups of children.