



## LOWELL JOINT SCHOOL DISTRICT

### HEALTH TECHNICIAN

Classified Salary Schedule  
Range 15

#### **JOB SUMMARY:**

Under supervision and the technical direction of the District's credentialed school nurse, assigned to perform special health care procedures; and performs other responsibilities as needed.

#### **ESSENTIAL FUNCTIONS:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

- Performs and administers routine first aid procedures; attends to sick and injured students.
- May perform specialized physical health care services including, but not limited to, insulin and/or glucagon administration, catheterization, gastrostomy feeding, suctioning, ostomy care, postural drainage, and tracheotomy care, trained and supervised by the school nurse.
- Assists the District's credentialed school nurse with routine health testing programs including, vision, dental, health, and hearing screening.
- May administer various forms of medication upon prior parental/physician authorization.
- Performs general medical/clerical work, records various types of data, and maintains confidential records.
- Maintains school health office, including keeping records of first aid supplies and ordering as needed.
- May assist parents in the completion of health records and forms and explains basic aspects of various health programs and required immunizations; follows up on student health records to assure compliance with State laws.
- May participate in workshops and in-services as required. Checks for lice on an as needed basis. Performs other related duties as assigned.

#### **QUALIFICATION GUIDELINES:**

##### **Knowledge of:**

- Diabetes Management
- First Aid techniques and practices
- General needs and behavior of children, including basic elements of child growth and development
- Basic aspects of various health programs and equipment; health and safety regulations
- Operation of standard office equipment, including a computer, typewriter, and copy machine
- Proper English usage and communication skills
- Telephone etiquette
- Appropriate safety precautions and procedures.

##### **Ability to:**

- Administer First Aid and CPR
- Organize and perform duties with a minimum of supervision
- Understand and follow oral and written instructions
- Remain calm in emergency situations
- Analyze situations accurately
- Make good judgments without immediate supervision
- Maintain confidentiality
- Learn specialized physical health care services
- Deal effectively with students, staff and parents
- Efficiently prioritize and organize job responsibilities.

##### **Education/Training/Experience:**

Some previous experience working with children in an educational, health care or child care setting, or any combination of training and experience that could likely provide the desired knowledge and abilities; high school diploma or its equivalent; some experience in a medical setting and one year clerical experience preferred; First Aide and CPR certification desirable

**Licenses/Certificates/Special Requirements:**

A valid California Driver's License and the ability to maintain insurability under the District's Vehicle Insurance Policy.

**PHYSICAL STANDARDS AND WORKING CONDITIONS:**

*The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.*

**Physical Demands:**

Ability to lift up to 50 pounds without assistance, and be physically able to assist students who may have physical disabilities. Dexterity of hands and fingers to work with students. Standing or sitting for an extended period of time. Reaching overhead, above the shoulders and horizontally to work with and assist students. Some walking and standing on various surfaces as well as bending and reaching at the waist, below and above shoulder level, kneeling, and crouching. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary; hearing and speaking ability sufficient to provide information via phone, intercom and personal contact is also needed. Specific vision abilities including close vision, depth perception and the ability to focus are required in order to read materials and assist students.

**Work Environment:**

While performing the duties of this job the employee works in several environments including a school office, classroom, indoor and outdoor environments and on or near student playground equipment as needed. The employee's primary responsibility is working with students in the health office. Employees in this position may have a higher level of exposure to infection and physical injury from students. This position may also involve the following: frequent interruption and direct contact with staff and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school office environment where the noise level is usually moderate.

*The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.*