

**North Monterey County Unified School District**  
**CLASSIFIED POSITION DESCRIPTION**

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Position Title:	<b>HEALTH SERVICES TECHNICIAN</b>
Job Family:	Student Services
Reports to:	Director
Salary Level:	Range 26
Calendar:	Classified School Year

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**DEFINITION:**

Under the general direction by a District Nurse, and direct supervision by the Director-Special Services or Coordinator for Special Services, provide health services to individual students with specialized physical health needs under the guidelines provided by the student's physician or the District nurse; prepare and maintain student health records, logs and documentation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist a District nurse in coordinating health services for students with specialized physical health needs.
- Establish and maintain student health records, logs and lists related to health, immunization, assessments, medications, illnesses, screenings, emergencies, health care referrals, accidents, medical issues and assigned duties; assist the District nurse with mandated reports.
- Collect student health data; perform a variety of record-keeping and clerical duties in support of student health services; file, duplicate and distribute materials; distribute, collect and process various health-related forms; prepare and disseminate routine correspondence and informational materials.
- Dispense medications per physician instructions; maintain records of dosage including amount, time, medication, authorizations and related information.
- Screen student, health related complaints; report student medical conditions to District nurse; take and record temperatures; provide ice packs.
- Administer basic first aid to students and staff as appropriate; perform CPR in emergency situations as needed.
- Consult with the District nurse regarding questions and concerns regarding student health care and conditions.
- Assist in scheduling, coordinating and monitoring the implementation of Student Health Care Plans; review and understand individual student's School Health Care Plans.
- Provide support for the Trained Diabetic Personnel; monitor and review blood sugar testing, carbohydrate counts and daily glucose results for diabetic students as required; update blood sugar logs; monitor and respond to health issues of students with special needs, allergies and medical conditions.
- Assist, support and encourage students in understanding and managing their diabetes.
- Perform regular health procedures as specified in the School Health Care Plan.
- Participate in the District's LEA Medical Billing Program and Medical Administrative Activities (MAA) program; serve as the District's Medical Administrative Activities (MAA) Coordinator; email participants regarding upcoming MAA activities and surveys; serve as a liaison between the District and the Medi-Cal billing program; assure compliance with MAA rules and regulations.
- Initiate and receive telephone calls and emails; contact parents regarding ill or injured students; maintain confidentiality of student health information.
- Assist District nurse in the coordination of vision, hearing, scoliosis and various other screening tests and clinics for students as appropriate; obtain and prioritize vision and hearing requests for students from District personnel.

- Assist with follow up referrals of students and activities directed toward timely treatment, the prevention and control of communicable diseases in the school and community.
- Confer with teachers regarding requirements and medical procedures for individual students.
- Check for head lice and contact parents as necessary.
- Operate standard health instruments and related equipment; operate a variety of office equipment including a copier, fax machine, a computer and assigned software.
- Perform monthly AED machine maintenance checks.
- Maintain the health office in a clean, orderly and safe condition; assists in ordering, receiving and maintaining inventory of first aid and health office supplies as necessary.
- Drive a vehicle to conduct work and to travel to school sites.
- Communicate with personnel, parents and others to exchange information and resolve issues or concerns.
- Attend and participate in meetings, workshops and in-service trainings.

Other Duties:

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

- Any combination equivalent to: graduation from high school and two years of clerical or health office experience in a school or health-related field.

Licenses and other Requirements

- Valid California Driver's License with proof of insurance.
- Valid First Aid and CPR Certificate issued by an authorized agency.

Knowledge of:

- Health office and related medical practices, terminology, procedures and equipment.
- Basic medical terminology.
- Child guidance principles and practices related to children with special education needs.
- California school immunization requirements.
- Health and safety regulations including personal hygiene practices.
- District policies and state regulations concerning immunization of school-aged children.
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students.
- Applicable laws, codes, rules and regulations related to assigned activities.
- Safe medication administration and side effects.
- Telephone techniques and etiquette.
- Clean and sterile health care treatment techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Proper lifting techniques.
- Operation of a computer, assigned software and data entry techniques.
- Methods of collecting, organizing and processing data and information.
- Modern office practices, procedures and equipment.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- First aid and CPR methods and procedures.

Ability to:

- Perform a variety of activities in support of student health services.
- Screen students for various health and safety concerns.
- Provide treatment and administer first aid, CPR and emergency medical care as necessary.
- Learn and perform specialized physical health care procedures as directed.
- Prepare and maintain student immunization and health records and files.
- Assist District Nurses with screening tests and other student health related activities.

- Compile and verify data and prepare reports related to student health.
- Perform a variety of routine clerical duties.
- Operate standard office equipment including a computer and assigned software.
- Utilize standard health instruments and first aid supplies.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports related to assigned activities.
- Complete tasks in an environment with constant interruptions.
- Establish and maintain cooperative, confidential, and effective working relationships with others.

**DESIRED QUALIFICATIONS:**

- Experience with diabetes management
- Bilingual in English and Spanish.

**WORKING CONDITIONS:**

Work Environment:

- Health office environment.
- Constant interruptions.

Physical Demands:

- Dexterity of hands and fingers to operate medical equipment.
- Hearing and speaking to exchange information.
- Lifting or repositioning students and adaptive equipment.
- 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:

- Potential exposure to blood-borne pathogens, bodily fluids and communicable diseases.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.*

**CSEA and DISTRICT AGREEMENT**

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

**Board Approved:** May 24, 2018