



**CLASSIFIED  
Job Class Description**

Equal Employment  
Opportunity

**HEALTH TECHNICIAN**

**DEPARTMENT/SITE:** SCHOOL SITE

**REPORTS TO:** DISTRICT NURSE OR SITE  
PRINCIPAL

**SUPERVISED BY:** SITE PRINCIPAL

**SALARY SCHEDULE:** Classified Salary Schedule  
(Group 1)

**LEVEL:** Range 30

**WORK YEAR:** 10 Months

**DATE CURRENT JOB DESCRIPTION APPROVED:**  
Board of Trustees effective: June 18, 2025

**JOB GOAL/PURPOSE:**

Under the supervision and direction of the District Nurse or Site Principal, to assess and provide first aid care to ill, injured students and staff; to assist in performing a variety of functions including but not limited to preparing, maintaining and updating student health records and files; maintaining school health office(s); performing timely evaluation, care and referral of student illness and injuries and administering first aid; completing clerical duties with student health records. Incumbents receive general supervision from a District Nurse. The incumbents in this classification provide the school community with health services which directly support student learning.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from other health-related classes by responsibility for establishing and maintaining accurate and timely student health and emergency data records, distributing medications to students in accordance with physician and parent instructions, providing first aid in the event of illness or injury to a student, assessing the degree of urgency in a situation and alerting site administrators and District Nurse of emergencies.

**ESSENTIAL FUNCTIONS, TASKS AND DUTIES:**

- Organize, prepare, collect, maintain and update information for student health records and files.
- Receive and screen ill or injured students or staff; determine the possible nature of the illness or injury; and provide first aid or refer to District Nurse, parents and others as required by established District policies and procedures.
- Respond to urgent calls to care for ill or injured students at various locations throughout the campus.
- Administer first aid in conjunction with established District policies and procedures.
- Contact parents, and/or District Nurse regarding accidents or illness and follow their advice.
- Notify Site Principal or Designee of all emergency and catastrophic situations that may be potentially life threatening to an injured or ill student if a school nurse is away from the site.

- Assist the District Nurse in performing health care procedures and receiving, organizing, distributing and providing follow-up information related to student Individual Health Service Plans, Individualized Education Plans (IEPs), or other designated student health plans.
- Assist in specialized health procedures in the absence of the designated person including, but not limited to diabetic care, catheterization, diapering, colostomy care, g-tube feeding and suctioning, or other procedures (e.g., EpiPen)
- Assist the District Nurse with setting up health screenings and tests such as vision, hearing, and any other screenings as may be necessary (e.g., growth assessments and tuberculosis [TB] screening); input and document all findings; maintain all screening equipment; run monthly reports for expiration dates; and perform appropriate follow-up to complete screening.
- Prepare student accident reports; maintain health related records and log the results of hearing, vision, dental, screenings, and physical examinations mandated by state requirements.
- Keep District Nurse advised about students' health or physical problems.
- Process incoming student medications; enter in medical log if student takes medication; process all outgoing medications at year's end.
- Administer medication, prescription, non-prescription, and emergency medication in strict compliance with doctor's orders and District policy.
- Review student immunization records and advise District Nurse, students, parents, etc. of immunization needs, input all new student immunization records; follow up with in-progress immunizations or exams, create electronic health data on all incoming students.
- Review student emergency records and contact parents to obtain necessary information.
- Screen students suspected of having communicable diseases (e.g., conjunctivitis, hand, foot, and mouth disease, lice); notify parents; send notices, or exclude as necessary in consultation with District Nurse.
- Report suspected child abuse and communicable diseases to District Nurse and appropriate agencies.
- Inventory, order and store health office forms and medical supplies.
- Perform clerical functions such as typing, filing, record keeping, scanning, maintaining Medical Cum files; log each student health office visit treatment; report students who went home to Attendance Office and similar duties in support of assigned school health office(s).
- Participate in disaster preparedness plans and drills.
- Participate in district in-service trainings, as required; participate in training to support specific medical needs (e.g., epilepsy, diabetes, etc.) and apply new skills to support individual students.
- Prepare reports to fulfill State and District requirements.
- Maintain a safe and sanitary health office and exam table.
- Prepare health clearances for students for study trips and pack medication for event, if necessary; for classes, clubs and sports, maintain PE restriction log.
- Prepare first aid kits for classrooms and for study trips.
- Support front office staff, as needed, in providing customer service, answering phone calls, welcoming and assisting office visitors, etc.
- Perform other functions, duties and tasks related to this class as assigned.

### **JOB QUALIFICATIONS /REQUIREMENTS:**

*(At time of application.)*

#### **Knowledge of:**

- First aid, health regulations and child abuse laws
- General needs and behavior of children
- Health standards and hazards; safety practices and procedures; administration of medications
- Various specialized health care procedures and techniques; hazardous waste management; pertinent codes, regulations, policies and/or laws

- Record keeping and reporting procedures

**Skills:**

- Operate standard office equipment including using pertinent software applications
- Adhere to safety practices; administer first aid; handle hazardous materials; operate medical equipment
- Prepare and maintain accurate records

**Ability to:**

- Communicate effectively in oral and written form
- Observe confidentiality at all times
- Analyze situations accurately and adopt an effective course of action
- Read, interpret and follow district rules and regulations, policies and procedures pertaining to student health and specific supports as outlined by 504 plans or student health plans
- Practice Universal Precautions to prevent the spread of infectious diseases
- Maintain cooperative working relationships with staff, students and parents
- Understand and follow oral and written directions
- Be flexible and able to adapt to changes in routine and duties
- Be reliable in attendance and punctuality
- Provide a satisfactory role model for students in appearance and attitude
- Interpersonal skills including use of tact, patience and courtesy
- Maintain confidentiality and positive attitude at all times

**EDUCATION REQUIRED:**

High School diploma or equivalent.

**EXPERIENCE REQUIRED:**

Voluntary or paid experience in working with children is desirable.

**LICENSE(S) REQUIRED:**

- None required.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Certificate in Medical Assistance or Certified Nursing Assistant preferred.
- Must possess and maintain current First Aid, CPR certification, and AED Certification.
- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Pre-employment physical exam at District's expense
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- School site and office environment
- Hearing and speaking to exchange information
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information
- Bending at the waist, kneeling or crouching to assist students and to retrieve & store materials
- Sitting or standing for extended periods of time

- Exerting to up 40 lbs. of force to lift, carry, push, pull, or move children or objects
- Dexterity of hands and fingers to perform first aid and CPR
- Contact with blood and other body fluids, potential for contact with bloodborne pathogens and communicable diseases, chemicals including antiseptics and disinfectants, biomedical waste/hazards, contact with potentially violent students