

DISTRICTWIDE HEALTH TECHNICIAN

DEFINITION

Under general supervision, person is located at District, but may also be assigned to any of the other schools at the Administration discretion; to provide first aid and C.P.R. instruction to district employees; to perform specialized and responsible clerical task; health care of students; to be responsible for a functional unit of activity which may include supervision of clerical personnel; and to do other related work as required.

EXAMPLES OF DUTIES:

Performs specialized and technical clerical work involving an analysis of a variety of materials and a thorough familiarity with policies, practices, terminology and applicable legal provisions; may supervise the work of clerical assistants; compiles a variety of narrative and statistical reports, including attendance and enrollment data, staffing patterns and other similar data; investigates, searches and locates sources of information, devises forms to compile data and determines the proper format for completing reports; answers complex and technical questions, and prepares correspondence that requires search and abstracting from technical data, detailed explanations of law, policies or procedures; performs complex and technical clerical functions using independent judgment and referring matters concerning policy decision, health care problems to supervisors; establishes and maintains alphabetical, numerical, subject matter and other classification files and catalogues; types from rough drafts, notes and prepares equipment; prepares indexes and cross reference files concerning a variety of files and records; develops and maintains a file classification system, including the classification of confidential and sensitive materials; initiates and receives a variety of telephone and personal contacts from District employees and the public concerning the technical and responsible functions of the work unit; will operate a computer terminal or prepare input material for use with a computer assisted information, management, storage and retrieval system; may assist District personnel and the general public in completing a variety of forms and documents; coordinates posting of information and data to a variety of records and files which have legal, administrative or confidential significance; administers first aid and provides general health care to injured or ill students.

QUALIFICATIONS:

Knowledge of:

Modern office practices, methods and procedures; appropriate English usage, spelling, grammar, punctuation and arithmetic concepts; standard office machines and equipment; operational procedures, appropriate policies, rules, regulations and legal provisions specific to the assignment; basic first aid, C.P.R. techniques and procedures as required by the assignment.

Ability to:

Effectively and appropriately administer to the needs of ill and injured students as

required by the assignment; perform complex and specialized clerical work utilizing independent judgment; prepare clear, concise and comprehensive reports; Organize, coordinate and supervise the work of other clerical personnel; accurately interpret specific sections of the Education Code, District policies, rules and regulations and apply them to a variety of operational procedures; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

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Experience:

One year of providing health care to school age children.

One year of providing first aid and C.P.R. instruction to adults

Education:

Community Safety, CPR & First Aid Instructor Certification.

EMT Certification

Equivalent to the completion of the twelfth grade.