

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

**CLASS TITLE:       HEALTH TECHNICIAN II**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide specialized assistance in the health services program for District students; triage students' physical condition; administer first aid as necessary; prepare various State reports and health records; provide health information to parents, students and staff; perform a wide variety of clerical and secretarial duties.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL FUNCTIONS:**

Provide specialized assistance and procedures in the health services program for District students; examine students for illness, injury and medical emergency; administer first aid and emergency procedures as necessary; document and report unusual or critical cases to appropriate authorities.

Provide health information to appropriate school personnel regarding the special needs of students.

Assist in the safe administration of medication; maintain physician's documentation of medications administered as mandated by state law and district policy.

Process paperwork to assure students receive appropriate school age exams and immunizations; prepare and maintain various health and other related files, records and reports according to established procedures; assure compliance with State mandates related to health care and reporting.

Operate a computer and a variety of specialized health office equipment; assure medical equipment is calibrated according to established time lines and standards; maintain service plans for copiers.

Refer students, parents or guardians to appropriate community resources or District programs for recommended health service.

Requisition, stock and inventory medical, first aid and office supplies as necessary; send supplies to various school sites as requested.

Conduct lice checks and provide appropriate notification; assist in the monitoring of communicable disease in the school environment.

Initiate and receive telephone calls; take and relay messages; explain District policies and procedures; drive a vehicle to various school sites to conduct work.

Perform a variety of secretarial duties in support of the District Nurse such as typing correspondence, filing, scheduling appointments and faxing.

#### **OTHER DUTIES:**

Perform related duties as assigned.

Adopted by the Board on November 24, 2009

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Medication administration procedures.  
Proper operation of specialized health assessment instruments.  
Modern medical terminology, equipment, techniques and procedures.  
Accepted methods and principles of personal hygiene.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Operation of a computer and assigned software.  
Public health agencies and local health care resources.  
Health and safety regulations.  
Modern office practices, procedures and equipment.  
Telephone technique and etiquette.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Record-keeping techniques.  
First Aid procedures, CPR and AED

**ABILITY TO:**

Analyze situations accurately and adopt an effective course of action during routine and emergency situations.  
Provide health information to parents, students and staff.  
Maintain confidentiality of health records and other pupil information.  
Maintain records and prepare comprehensive reports according to established rules, regulations and State mandates.  
Advise teachers regarding the special health needs of students.  
Establish and maintain files, records, reports and referrals.  
Communicate effectively both orally and in writing.  
Plan and organize work.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Work independently with little direction.  
Operate a computer and assigned software.  
Operate a variety of specialized health service office equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college-level course work in nursing, health education or related field and two years experience in a health office or related job.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR certificates issued by an authorized agency.  
Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor health office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Seeing to assess injuries or illnesses.

Bending at the waist, kneeling or crouching to assist students.

Hearing and speaking to exchange information in person and on the telephone.

Dexterity of hands and fingers to operate a computer keyboard and testing equipment.

Reaching overhead, above the shoulders and horizontally to retrieve supplies.

Some lifting, carrying, pushing wheelchairs and walking on campus and in the office.

**HAZARDS:**

Communicable diseases.

Exposure to blood borne pathogens.

Exposure to potentially volatile and emotional students and parents.