

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**CLASS TITLE: HEALTH SERVICES TECHNICIAN**

**DEFINITION**

*This is a part time ten (10) month position – up to 3.75 hours per day*  
*SALARY: Range CL 10 \$17.69 - \$22.28hr .*

Under general supervision of a Principal, Director of Pupil Services or a nurse, to provide assigned health services related to the medical and physical records and needs of students; to perform a variety of first aid, record keeping and clerical duties; perform specialized physical health care procedures (SPHCP) for students as assigned; perform a variety of clerical duties in support of student related services; and perform related work as required.

**DISTINGUISHING CHARACTERISTICS**

Employees assigned as Health Services Technicians assist the site Principal, Director of Pupil Services or nurse in carrying out the basic objectives of the school health program. Incumbents use independent judgement in performing general clerical and medical clerical work and performing duties in caring for the health needs of students. Duties may include administering routine first aid, maintaining various data and records, assisting with routine vision, health and hearing screening, and assisting office clerical personnel with a variety of clerical work.

Incumbents perform specialized physical health care procedures for children with exceptional needs as required by their physical limitations and which require specialized training beyond that generally required to obtain a first aid certificate.

Contact with students is continuous throughout the school day and incumbents regularly function without direct supervision. Incumbents may be assigned to more than one school site.

**EXAMPLES OF DUTIES**

Assist the site Principal, Director of Pupil Services or nurse in maintaining a safe and sanitary environment; perform a variety of clerical duties involved in the maintenance of health records, referrals and reports and assist other school clerical personnel as required; maintain a variety of confidential health related records and files including student medical records, emergency cards, immunization records, communicable disease reports and statistical reports of current student population health concerns and level of care; assist ill or injured students within the boundaries of school law and District policies and administrative regulations; administer first aid including CPR; observe student symptoms and behavior, notifying nurse, parents, emergency personnel and school officials as appropriate; schedule and make arrangements for medical screening at the school site, coordinating with the administration and teachers, contacting parents and requesting volunteers to assist with the process; assist with medical screening and necessary follow-up; set up and maintain detailed individual health records for each student; compile information and statistics for required state reports; type memos, lists, correspondence, reports, forms, bulletins and similar material; answer the telephone, receive visitors and refer calls and visitors to proper person; open, sort and distribute mail; follow up on required immunizations through letters, telephone and personal contacts with parents; record hearing and vision test information and immunization dates in student cumulative folders; assist in lifting students in and out of school buses, wheel chairs, braces and other orthopedic equipment; render various forms of personal care such as toileting, diapering, dressing, undressing, bathing, grooming and feeding of children; assist and instruct students in personal hygiene; perform other specialized physical health care services during the school day to enable students to attend school and which are prescribed by the child's licensed physician such as but not limited to catheterization, oxygen administration, tracheotomy care and cleaning, glucose monitoring, injections, emergency care and other health care related duties as assigned; operate computer, copier, typewriter, calculator and other standard office machines; inspect for communicable diseases and/or parasites; as instructed, advise parents, students and teachers of the presence of communicable disease and/or parasites such as head lice, treatment procedures, quarantine requirements and re-admittance procedures; provide factual information to parents and teachers relative to community health resources; advise proper authorities of health problems, emergencies and action taken; inventory, order and requisition medical supplies for the school site health office; implement and monitor procedures for the

safe storage and administration of medications; administer prescribed medications in accordance with District policy and administrative regulations; supervise students in the health and school offices; attend required meetings and in-service training; perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

**Knowledge of:** Personal hygiene practices; general needs, behavior and emotional problems of physically challenged students; behavior management techniques; first aid principles and techniques, including CPR; modern office practices, procedures and equipment including telephone techniques and etiquette; computer skills commensurate with job requirements; record-keeping skills; correct English usage, spelling, grammar and punctuation; interpersonal skills including tact, patience and courtesy; basic medical terminology; causes and means of transmission and methods of control of common diseases; procedures in promoting health, hygiene and physical well being; basic math skills.

**Ability to:** Understand and empathize with children having a variety of specialized health care needs; maintain emotional control in difficult situations; efficiently and effectively react to emergencies; be trained in a variety of specialized health care techniques and procedures and perform those procedures after training; recognize the need to provide for the personal privacy and dignity of physically challenged children; lift students in and out of school buses, wheel chairs, braces or other orthopedic equipment; learn and apply applicable sections of the State Education Code, Health and Safety Code and other pertinent regulations; administer first aid including CPR to ill or injured students; establish and maintain files, records, reports and referrals; understand and follow oral and written instructions; perform routine clerical duties; type at a speed of 45 wpm; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with others; operate independently without direct supervision; operate standard office machines including computer; answer telephones and greet office visitors.

**Education and experience:** Any combination equivalent to graduation from high school and experience at or equivalent to six months of acute care experience coupled with some clerical background. Current or past licensing as an LVN is helpful.

**Licenses and other Certification:** Possession and maintenance of a valid first aid/CPR certificate issued by an authorized agency or ability to obtain certificate within thirty days of employment. Because travel within the school district may be required, incumbents must possess and maintain a valid California driver's license and appropriate means of transportation.

## **WORKING CONDITIONS**

School site health and general office environment; subject to constant interruptions and public contact. May be required to assist in lifting, carrying and/or pushing students and/or orthopedic devices weighing up ---to 150 pounds.