



**CLASS TITLE: HEALTH TECHNICIAN  
UNIT 1**

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**BASIC FUNCTION:**

Under the direction of a District Nurse or Principal, provide specialized assistance in the health services program for students; conduct physical examinations to assess students' physical condition; administer first aid as necessary; prepare various State reports and health records; provide health information to parents, students and staff.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

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

Provide health information and services to students in various areas as medications and health care procedures; provide information in person or on the telephone to school site personnel regarding the needs of students; communicate with local health agencies regarding outbreaks according to established guidelines and procedures.

Dispense medications according to physician instructions; maintain records of dosage including amount, time, medication, authorizations and related information.

Conduct physical examinations to assess students' physical condition and health in areas such as weight, height, dental, hearing, vision and scoliosis screenings and others; arrange for screenings by District Nurse as necessary; maintain related records.

Monitor and provide appropriate health care for students with diabetes, asthma, seizures and severe allergies according to established procedures.

Process paperwork to assure students receive physical and other examinations and required follow-up care; enter and maintain health immunization records of students; 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; assure proper completion of emergency authorization and health information cards for students.

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

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

Requisition, stock and inventory medical, first aid and office supplies as necessary; assure proper medical supplies are available in classrooms at assigned school site; re-stock teacher first aid kits as assigned; maintain backpack for emergency response.

Review field trip lists and provide necessary medications or notify teacher of medical needs of students.

Perform a variety of secretarial duties such as typing correspondence, filing and scheduling appointments; answer telephones and take and relay messages.



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**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Medication effects and proper administration procedures.

Proper operation of specialized health assessment instruments.

Modern medical terminology, equipment and techniques.

Accepted methods and principles of personal hygiene.

Diagnostic methods for medical conditions and diseases.

Accepted testing techniques and equipment used for dental, hearing, vision and scoliosis and other screenings.

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.

Record-keeping techniques.

First aid, AED and CPR procedures.

**ABILITY TO:**

Provide specialized assistance in the health services program for students.

Conduct physical examinations to assess students' physical condition.

Administer first aid as necessary.

Analyze situations accurately and adopt an effective course of action during routine and emergency situations.

Provide health information to parents, students and staff.

Maintain records and prepare comprehensive reports.

Screen students for dental, vision, hearing, scoliosis and other problems.

Advise teachers regarding the needs of students.

Establish and maintain files, records, reports and referrals.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

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: graduation from high school supplemented by courses in nursing, health education or related field and two years experience in a health office.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid, CPR and AED certificates issued by an authorized agency.



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**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

**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.

**HAZARDS:**

Communicable diseases.