

MAGNOLIA SCHOOL DISTRICT

HEALTH SERVICES TECHNICIAN BILINGUAL

DEFINITION

Under the direction and supervision of the principal, and the technical direction of the District's Credentialed School Nurse and teacher, independently provides a variety of health services to regular and special education students at an assigned school facility; maintains confidential health records, and reports information; administers routine first-aid; assists in screening ill or injured students in accordance with State laws and District regulations; assists with health testing programs and other health related services as required; assists special needs students during transportation; maintains flexible hours to meet the special needs of the students; assigned to perform technical and invasive special health care procedures; participates in staff meetings, in-services, training programs, and parent conferences as assigned; performs other clerical responsibilities as needed. Provides support in Special Day and/or regular classrooms as directed.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Administers first aid, checks for diseases/conditions, notifies parents when necessary;
- Assists in taking height and weight measurements during mandated screenings; performs invasive designated health care procedures (i.e. catheterizations, gastro-intestinal feedings, tracheostomy care and suctioning, nebulizer treatments, colostomy care, etc.);
- Supervises playground and physical education activities;
- Administers medication to students according to physician instructions;
- Prepares and secures all medication;
- Monitors daily medication logs;
- Completes County/State mandated health reports/surveys;
- Keeps a chart for each student; receives health concerns/requests from staff/parents and refers to District Nurse;
- Requests student medical record information as designated by District Nurse; orders/maintains related medical supplies;
- Maintains confidentiality of student records and information;
- Prepares monthly logs for designated health care procedures;
- Records/submits monthly reimbursement billing;
- Performs specific tasks as related to an Individualized Educational Program; assists in maintaining Emergency Care Plans; maintains equipment for Specialized Health Care Procedures;
- Maintains the health/ safety of students; assists with specialized health care procedures while on study trips;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling and arithmetic;
- Computer operation and data entry techniques;
- Basic anatomy, physiology, health and medical terminology;
- Interpersonal skills using patience and courtesy with children, staff, and parents.

Ability to:

- Read, speak and write fluently in English and a second language of District need;
- Pass extensive orientation and training;
- Perform clerical tasks;
- Learn office operations, procedures and equipment;

- Type from a clear copy at a rate of 20 words per minute;
- Understand and carry out oral and written instructions;
- Pass yearly competency testing;
- Respond appropriately and effectively to emergency situations;
- Complete work with many interruptions;
- Establish and maintain effective and harmonious working relations with school staff, fellow employees, supervisors and the public.

Experience:

- Health services desirable;
- Clerical desirable.

Education:

- First aid and CPR certified;
- Knowledge of universal precautions;
- High school diploma or equivalent;
- Post-secondary Education – Preferred;
- Licensed Vocational Nurse – Preferred;
- Pass a rigorous District test related to the field applied.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in several environments including a school office, classroom, indoor and outdoor environments, school bus, and on or near student playground equipment as needed. The employee’s primary responsibility is working with students during the school day. Employees in this position may have a higher level of exposure to infection and physical injury from students. This position may also involve the following: frequent interruption and direct contact with staff and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate. This position may be assigned to multiple sites which would require the employee to drive using his/her own insured personal automobile for transportation.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert no more than 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. For heavier items, assistance should be requested.
- Depending on work location, this assignment may involve sitting some of the time, but will involve walking or standing.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the dexterity to operate business, related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 30

Revised:

Approved: 04/2017

EQUAL OPPORTUNITY EMPLOYER
