

Magnolia School District

HEALTH SERVICE TECHNICIAN II

JOB DESCRIPTION

Under the general oversight of the Executive Director, Special Education or designee, and the daily supervision of a credentialed school nurse and consistent with licensing requirements, applicable laws and regulations, and school nurse direction, performs specialized health services for students in regular education and special education programs; administers medication and performs other specialized physical health care procedures in accordance with physicians orders; communicates with parents, school sites, and district personnel on health related matters; assists with medical screening of students; disseminates health information; provides emergency medical care; and performs related duties as assigned. The employee in this position may be assigned to multiple school sites.

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.

- Participates in the administration of nursing services described in individual educational plans or other written plans of care under the direction of the credentialed school nurse;
- Performs specialized physical health care procedures prescribed by the student's physician, including gastrostomy and nasogastric feedings, catheterizations, tracheotomy cares, suction, ostomy care, diaper changes, administration of the epi-pen and monitoring students on oxygen and ventilators or other services that require medically related training;
- Administers insulin or assists in the administration of insulin to diabetic students; including the calculation of proper insulin dosages;
- Administers rectal Diastat appropriately;
- Administers medication pursuant to physician's instructions;
- Initiates emergency procedures as needed, including, but not limited to, administering minor first aid and CPR to students and activating EMS or other follow-up care;
- Assists with providing basic first aid;
- Prepares accurate reports for district, county, and state agencies;
- Documents nursing activities accurately;
- Assists in maintaining daily logs and medical health records;
- Assists in ordering, receiving, and maintaining appropriate levels of medical supplies as assigned;
- Provides support and acts as a resource for all staff and parents;
- Assists in providing appropriate health instruction to student through the implementation of the health care plan;
- Assists in preparation and set-up of health trainings;
- Assists with arrangements and follow-up for health testing programs, such as district-wide hearing and vision screening;
- Participates in health conferences with parents, staff, and community resources as directed by the supervising school nurse;
- Attends in-service trainings, workshops, seminars, and meetings as assigned;
- Maintains professional competence and required certifications through continuing education course work or experience;
- Prepares, records, and submits monthly reimbursement billing claims;
- Performs duties at various sites using insured personal automobile for transportation;
- May ride to and from school on the bus or attend fieldtrips with a student as assigned;
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Laws and regulations relating to the role of the LVN;
- Laws and codes related to the administration of health services;
- District and state regulations, rules, policies, and procedures applicable to the maintenance of student health and medical records and the reporting of student health information;
- Correct medical procedures for specialized health needs;
- Basic medical and health-related terminology;
- Clinical and health office apparatus;
- Emergency medical treatment;
- Medication administration;
- Basic First Aid and CPR;
- Safe contact with bodily fluids, blood-borne pathogens, and communicable diseases;
- Motivation techniques for atypical students;
- General goals of special education in public schools;
- Community health resources;
- Acceptable record keeping and reporting methods and strategies;
- Confidentiality laws relating to student records;
- Computer and computer software such as word processing, and database entry;
- Facial, body language, and other indicators of physical discomfort and distress in a child who is unable to communicate verbally;
- Methods for working collaboratively and cooperatively with instructional staff and other adults.

Ability to:

- Perform specialized health procedures such as giving intramuscular and subcutaneous injections and rectal Diastat when prescribed by a physician, and administering insulin and caring for diabetic students;
- Identify, assess, monitor, treat, and evaluate physical and mental health of students recognizing when to notify the school nurse of conditions that may require additional intervention;
- Dispense medication pursuant to physician's instructions;
- Assist disabled students in areas related to activities of daily function such as feeding, toileting, exercises, and positioning;
- Interact with students, parents, staff, and community in a patient, warm, and friendly manner;
- Communicate clearly and effectively verbally and in writing;
- Deal with stressful situations in a calm, professional manner;
- Be flexible in scheduling workload;
- Lift and move students safely;
- Push and pull a variety of tools and equipment;
- Read, interpret, and follow established rules, regulations, policies, and procedures;
- Establish and maintain collaborative and cooperative relationship with students, school personnel, parents, and the public;
- Maintain regular attendance and punctuality;
- Operate a computer and other office equipment as assigned;
- Effectively utilize word processing, database, and spreadsheet programs to develop and produce correspondence and reports;

- Read, write, and speak in English;
- Work confidently with discretion;
- Bend, kneel, or crouch to assist students;
- Stand or walk for extended periods of time;
- Reach overhead, above the shoulders and horizontally.

Education/Training/Experience:

- High School Diploma or Equivalent;
- Post-secondary Education – Preferred;
- One year vocational training from an accredited nursing school;
- Nursing experience in a hospital, clinic, or school environment, involving working with patients, preferably preschool and school age children, involving high levels of specialized physical assistance, requiring licensed nursing care

Licenses/Certificates/Special Requirements:

- Valid California Licensed Vocational Nurse license at appointment and during the course of employment;
- Valid First Aid and CPR certificate;
- Valid California Class C Driver's License and ability to maintain insurability.

DESIRABLE QUALIFICATIONS

- Ability to type or word process at the rate of 30 words per minute;
- Ability to speak, read, and write in Spanish.

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 up to 50 pounds of force unaided frequently to lift, carry, push, pull, or otherwise move objects.
- This assignment will regularly require sitting much of the time, walking or standing for extended periods; talking and hearing; reaching with hands and arms; performing repetitive motions of hands and wrists; climbing or balancing; and stooping, kneeling, crouching, or crawling.
- Perceiving the nature of sound, near and far visual acuity, depth perception, distance vision, color vision, peripheral vision, the ability to adjust focus, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.
- The incumbent is regularly required to use written and oral communication skills; read and interpret data, drawings, and specification; analyze and solve problems; use math and mathematical reasoning; work under deadlines with interruptions; and interact with other encountered in the course of work including District managers, employees, contractors, vendors, and dissatisfied/abusive individuals.

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 accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Range: 37

Revised:

Approved: 04/2017

EQUAL OPPORTUNITY EMPLOYER
