

TITLE: HEALTH SERVICES TECHNICIAN

QUALIFICATIONS:

1. California high school diploma granted since January 1, 1981 or passage of Kern County high school proficiency test
2. Demonstrated knowledge of and the ability to assist in instructing reading, writing and mathematics or reading readiness, writing readiness and mathematics readiness, as appropriate
3. Current California Vocational Nurse License and CPR/first aid certification
4. Knowledge of and ability to utilize variety of methods, procedures and equipment commonly used in pediatric nursing and specialized health care including use of ventilators
5. Experience providing health care services, preferably assisting children with special physical/emotional needs
6. Understanding of Individualized Education Program (IEP) process; ability to implement individual education and behavior support plans, gather and interpret data and provide reports for teacher
7. Knowledge of crisis management techniques; ability to react effectively in emergency situations; knowledge of community emergency medical resources
8. Ability to communicate effectively with staff, students, parents and community
9. Valid driver's license and personal car for use on district business

REPORTS TO: Administrator as assigned

JOB GOAL: To perform medical treatments and procedures necessary in providing specialized physical health care services to pupils with exceptional needs and to serve as paraprofessional assistant as assigned

PERFORMANCE RESPONSIBILITIES:

1. Performs specialized physical health care procedures including but not limited to ventilator use, suctioning, tube feeding, colostomy care and oxygen administration; maintains related equipment and supplies; monitors administration of medication for students; administers or assists students with taking medication; administers first aid and emergency care as needed
2. Maintains documentation of health care services; updates and maintains medical records; keeps related records and prepares reports as required
3. Under direction of teacher or other appropriate staff assists in individual or small group instruction; assists students in variety of instructional, recreational, health and personal activities as assigned
4. Accompanies and assists students to and from transportation and activities on campus; may accompany students on bus or other transportation as needed; may assist in transporting students between home and school
5. Assists in establishing and maintaining clean, safe and pleasant learning environment; assists in implementation of student IEP through variety of classroom, site and community activities as assigned; prepares, sets up and organizes instructional materials and equipment for daily use
6. Assists in lifting, moving and positioning students as necessary to render various forms of personal care which may include but are not limited to feeding, dressing, grooming, toileting, diapering, therapy and specialized health care procedures; assists students in use of wheelchairs, braces or other orthopedic equipment; may be required to use mechanical lifting or other equipment
7. As assigned, participates in planning and scheduling activities for students receiving specialized health services

8. Performs routine clerical tasks related to position such as recordkeeping, filing and duplicating; assists with enrollment procedures, cafeteria counts, attendance verifications and other common classroom routines and activities
9. Maintains current knowledge of skills and techniques related to position; attends training sessions, workshops and other inservice activities as needed
10. Maintains confidentiality of student records in accordance with District and legal requirements
11. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; classified salary schedule class 25

EVALUATION: Performance of this job will be evaluated in accordance with the district's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.