

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Health Technician	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various Sites and Departments	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	032 PARA
<b>REVISED:</b>	May 12, 2009		

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**BASIC FUNCTION:**

Perform specialized health care services for pupils with disabilities and chronic health problems at one or more school sites; perform first aid and routine health office clerical duties.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Perform specialized physical health care for pupils such as ileostomy/colostomy care, gastrostomy feedings, catheterization, gavage feeding, suctioning, and/or other services that require medically related training. **E**

Perform routine and emergency diabetes care tasks, including blood glucose monitoring, urine ketone testing, carbohydrate counting, and glucagon administration (excluding insulin injections or insulin pump manipulation). **E**

Assist in the administration of prescribed medication, including emergency glucagon and epinephrine auto-injections; assist in positioning pupils for health care and/or medication administration. **E**

Lift and move designated pupils as necessary in the use of bathroom facilities, including changing diapers and clothes, cleaning/showering, and providing personal hygiene care. **E**

Provide illness and accident attention; change dressings. **E**

Assist in a variety of health screening programs. **E**

Contact parents regarding transportation for sick or injured pupils; transport parents and pupils to medical appointments when necessary. **E**

Perform receptionist duties in the school health office; maintain electronic and paper health and immunization records; type correspondence, reports, health record cards, and information bulletins; requisition supplies; maintain inventory records and distribute first aid materials to classrooms. **E**

May travel between school sites on an itinerant basis to meet the needs of multiple students.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to one year of experience in the district job class of Health Assistant, Special Education Technician, or Special Education Health Technician or as a technician or other paramedical function in a medical or related field. Possession of a medical assistant, nursing assistant, or paramedic certificate or post high school courses leading to such certificate may be considered for substitution of the experience requirement.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a basic first aid certificate from one of the following providers: American Red Cross, American Heart Association, National Safety Council, Emergency Care and Safety Institute, or American Safety and Health Institute; an advanced certificate is desirable but not required.

Possession of a current infant, child, and adult cardio-pulmonary resuscitation (CPR) certification; American Heart Association, American Red Cross, or Emergency Medical Services Authority certificates are preferred. On-line certificates will not be accepted.

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Keyboard/type at a net corrected speed of 25 words per minute.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Health care procedures such as catheterization, postural drainage, gastrostomy feedings, gavage feeding, suctioning, diabetes care or other services that require medically related training.

Simple clinical tests.

Reading and writing English communication skills.

Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**

Learn health care procedures such as catheterization, postural drainage, gastrostomy feedings, gavage feeding, suctioning, diabetes care or other services that require medically related training.

Provide illness and accident attention.

Learn to perform simple clinical tests.

Read, write, and understand the English language.

Understand and follow oral and written directions.

Communicate effectively and maintain cooperative relationships.

Establish and maintain effective working relationships with others.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor or outdoor classroom environment; riding on a school bus; exposure to bodily fluids, infectious diseases, and cleaning agents and fumes; driving a vehicle to conduct district business.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate specialized equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies; lifting heavy pupils in and out of restricted spaces.