



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Health Technician Support Coach**
 Job Family: **School Clerical**
 Prepared/Revised Date: **July 7, 2023**

FLSA Status: **Non-Exempt**
 Pay Range: **SC27H**
 Job Code: **40910**

SUMMARY: Responsible for serving as a resource/coach to Health Technicians and IS paraprofessionals working with students who have significant support needs under the direction of the Health Services Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Support Health Technicians and School Nurses with maintaining health office records, gathering data, and preparing reports including but not limited to health condition reports, immunization reports, hearing/vision screening, and dietary trackers.	D	12%
2. Engage in activities that promote communication and understanding between the school nurse, IS classroom paraprofessionals and health technicians.	D	5%
3. Promote a positive climate within the Health Services team and Para Trainer Support Coach by responding to questions and concerns promptly.	D	5%
4. Assist Health Services Coordinator and/or School Nurses with special projects and perform other duties as assigned.	D	5%
5. Travel between multiple sites daily to support where and when needed.	D	2%
6. Attend work and arrive in a timely manner.	D	1%
7. Support Health Technicians and School Nurses with the preparation of medications for all school-sponsored trips. Support coordination with trip sponsors, field trip coordinators, health techs, and school nurses to ensure time is adequate for delegation and appropriate procedures are followed. Support by attending school-sponsored trips with medically fragile students when needed and approved by Health Services Coordinator.	W	23%
8. Coordinate with Health Services Coordinator, School Nurses, and School Office Managers to cover health office for unplanned absences of school health technician.	W	23%
9. Support orientation and onboarding of new Health Technicians and other IS classified staff.	Q	10%
10. Assist Health Services Coordinator with developing, planning, and facilitating professional development for Health Tech Orientation and Health Services quarterly meetings. Complete online professional development training as required.	Q	5%
11. Under direction of School Nurses and in collaboration with Para Trainer Support Coach provide demonstration and guidance to paraprofessionals through modeling and/or shadowing of delegated procedures, interventions, and medication administration per Health Care Action Plan or Individualized Health Care Plan.	Q	5%
12. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D
- Associate degree or certification in Nursing (ADN or LPN/LVN), Emergency Medical Technician (EMT), Medical (CRMA) or Nursing Assistant(CNA) preferred
- More than two years of experience as a health tech in PSD or another school district
- Experience co-planning or co-delivering professional development
- Experience advocating for and addressing the needs of paraprofessionals, students, or families

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license
- Successful completion of First Aid and CPR, and Administering Medication in a School Setting (if not currently certified, successful completion must be done within 60 days after hire)

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Ability to maintain high levels of professionalism and confidentiality in all aspects of the job with students, parents, and staff.
- Interpersonal relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Knowledge of basic medical equipment such as thermometer, glucometer, and pulse oximeter
- Knowledge of delegated nursing procedures (medication administration, tube feedings, catheterizations, administration of oxygen, measurement of blood sugar, suctioning etc.,) and following Health Care Action Plans per delegation
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and comfort with management of life-threatening situations and the delivery of medications through injection, feeding tubes, rectal, oral, or topical routes
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to touch, handle or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy				X
Coordinate			X	
Instruct				X
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	