



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Health Technician**
 Job Family: **School Clerical**
 Prepared/Revised Date: **June 23, 2023**

FLSA Status: **Non-Exempt**
 Pay Range: **SC12H**
 Job Code: **40900**

SUMMARY: Responsible for coordinating and collaborating with the school nurse for providing health care/first aid, medications, and/or assistance with medical procedures to students. Maintain and compile student health records, files, and database and health-related reports and documents.

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. Evaluate and attend to students visiting the health office; provide emergency and routine health care and/or first aid, administer medications (through a needle, feeding tubes, rectal, oral, or topical routes) adhering to District and state procedures, and perform delegated medical procedures. Contact parents and school nurse as needed. Collaborate with building administration and nurse when calling 911.	D	30%
2. Maintain health office records, including all office visits, phone calls, collection and uploading of HCAPs, immunizations, medications, vision and hearing results and referrals, cumulative health, and accident and injury records.	D	10%
3. Enter data into the computerized health office log to document student visits, procedures, medications to the health office as well as the action taken/disposition in real time.	D	10%
4. Coordinate student health needs between teachers, nurses, and parents.	D	5%
5. Maintain the health office cleanliness, take inventory, and order health office supplies and equipment as needed.	D	5%
6. Prepare medications for all school-sponsored trips. Coordinate with trip sponsor and nurse to ensure time is adequate for delegation.	D	9%
7. Assist in maintaining health records, coordinating screenings, and providing health services to pre-K students as needed in elementary schools.	D	3%
8. Type correspondence, newsletters, forms, and memos in collaboration with school nurse.	D	3%
9. Attend work and arrive in a timely manner.	D	1%
10. Gather data and prepare reports, including but not limited to health condition reports, immunization reports, hearing/vision screening. Work with nurse on monthly medication audits, Run report and double count to ensure medication counts are accurate.	M	5%
11. Attend required training classes and District Health Technician meetings. Complete online professional development training as required.	M	5%
12. Conduct student vision and hearing screenings. Assist with planning and preparation as well as participation and follow-up on all referrals in collaboration with school nurse.	M	5%
13. Assist in notifying parents of immunization and exemption requirements. Gather immunizations records and enter into electronic record.	A	5%
14. Perform other duties as assigned.	Ongoing	4%
	TOTAL =	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- One year of related healthcare and office experience
- Equivalent combination of education and life experience acceptable
- Prior medical experience, such as CNA or MA certification preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Successful completion of First Aid and CPR, and Administering Medication in a School Setting (if not currently certified, successful completion must be done at earliest convenience after hire)
- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Mathematical skills including basic calculations and application of basic math concepts
- Bilingual oral and written communication skills may be required or preferred
- Knowledge of basic medical equipment such as thermometer, glucometer, and pulse oximeter, or comfort with instruction on devices as needed on the job
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to participate and work in a team environment
- Ability and comfort with management of life-threatening situations and the delivery of medications through a needle, 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:

- Basic operating knowledge of and experience with personal computers, peripherals and media equipment
- Basic operating knowledge of and experience with office software
- 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.	

- Responsible for supervising the behavior and well-being of students in the Health Office.



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	X		
Toxic or caustic chemicals	X			
Outdoor weather conditions	X	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	