



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Early Childhood Health Records Technician** FLSA Status: **Non-Exempt**  
 Job Family: **Program Specialist** Pay Range: **PS12H**  
 Prepared/Revised Date: **June 20, 2018** Job Code: **51512**

**SUMMARY:** Responsible for managing and maintaining health records for all early childhood students and families including personal, demographic and health records. Submit required health documentation to student files. Communicate with and counsel families on educational health opportunities and resources. Ensure record and confidentiality compliance, conduct regular reports, respond to audits and communicate with staff, families and health care providers on a regular basis.

**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 = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Manage and maintain health records for all early childhood students and families including personal, demographic and health records including immunization records, health conditions, meal modifications, exam results, permission forms and confidentiality agreements. Manage documents and files by scanning and uploading files into the Child Plus system. Request and receive required health records by working with health clinics. Ensure student record accuracy, completeness, compliance, organization, quality, security and accessibility in the system.	D	30%
2. Document, record and data enter every contact and communication with families, providers and staff members including date, time, contact information and what was communicated.	D	20%
3. Communicate with families through letters, emails, texts and phone calls to obtain required records. Provide referrals and assist families with health related services, opportunities and resources in the community.	D	15%
4. Review documents and note concerns, communicate with appropriate staff including nurses and teachers about important student health information.	D	15%
5. Attend work and arrive in a timely manner.	D	1%
6. Prepare, run and submit required reports including the annual December 1 Immunization Report and the Program Information Report for Head Start and Early Head Start. Conduct a monthly audit for state licensing compliance purposes. Pre-populate and run reports on CACFP audits 3 times/year. Respond to audits, provide information, and follow up from audits findings.	M	10%
7. Prepare pre-registration materials, record pre-registration requests and enter new student information and modify existing information in the Child Plus system.	M	5%
8. Support nurses and other staff by providing continuous support, troubleshooting and identifying opportunities for clinical information system improvements.	M	2%
9. Perform other duties as assigned.	Ongoing	2%
	<b>TOTAL =</b>	<b>100%</b>



**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent
- Associate’s degree or college coursework preferred
- One to two years of related experience
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong oral and written communication skills
- English language skills
- Strong interpersonal relations skills
- Basic mathematical skills
- Organizational, problem-solving, and collaboration skills
- Bilingual oral and written communication skills may be required or preferred
- Ability to effectively communicate to staff, students, families and community members utilizing cross-cultural and language skills
- 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 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 participate and work in a team environment
- 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, Superintendent policies, 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, peripherals, and media equipment
- 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
<b>Direct reports:</b>	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 finger, handle or feel				x



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x



<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	