

MOENCOPI DAY SCHOOL

POSITION DESCRIPTION

TITLE:	SCHOOL HEALTH TECHNICIAN
EMPLOYMENT:	School Year 10 months (non-exempt)
SUPERVISOR:	Chief School Administrator
PRIMARY RESPONSIBILITY:	Under general supervision of the chief school administrator, provides health and physical services to students; assists students in taking medications; performs a wide variety of first aid, record keeping and clerical duties.
ADHERENCE TO:	Hold a firm belief and commitment to MDS Philosophy, Vision and Mission.

QUALIFICATIONS

Education:

- Certification as a Certified Medical Assistant or Emergency Medical Technician. An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.
- Medical Assistant Certificate is highly desirable and may be supplemented for one (1) year of the required experience.

Experience:

- One (1) year of paid or volunteer experience in a health care field.
- Experience working with student health problems or disabled students is highly desirable.

Licenses Required:

- A valid CPR/First Aid Certificate.

RESPONSIBILITIES

- Provide medically necessary, sound and approved first aid to ill/injured students.
- May summon paramedic, other medical assistance or administer CPR and make appropriate notifications as necessary.
- Assess student health symptoms, determine appropriate first aid intervention needs and take appropriate action, seeking advice and counsel from a District nurse as necessary.
- Keep records regarding student illness or injury and perform necessary follow-up.
- Gather information for and generate, modify, and/or update various records and files, utilizing a wide variety of modern office equipment. Record test and other data in student records and files.
- Complete County and State mandated health reports and surveys.
- Review student immunization records prior to school entry, take necessary action in accord with district protocol and follow up with the parent/guardian or registrar on required student immunizations.
- Inspect students for presence of communicable diseases and/or parasites and take appropriate action in accord with district protocol.
- Implement and monitor procedures for the safe storage and administration of medications.
- Perform specialized physical health care procedures in accord with individualized protocol.
- Administer prescribed medications in accordance with established district policies and procedures, and monitor "at risk" students having significant medical needs.
- Assist students requiring specialized health care procedures including but not limited to toileting and address immediate health care needs to allow students to function in a school environment.
- Lift and/or carry students as deemed necessary in a safe and appropriate manner; Perform and/or assist in toileting, diapering, intimate hygiene, cleaning, and dressing students as necessary in an appropriately modified environment.
- Proficiently and safely use "Hoyer" or similar lifting equipment, and specialized wheelchair and other orthopedic devices.

- Serve as a member of the school site Safety and Student Achievement Committee.
- Operate a variety of office equipment including a personal computer
- Other required duties as assigned.

Knowledge of:

- Current first aid and CPR principles and practices as well as related health and safety precautions.
- Physical, emotional, general, and specific health needs of regular and disabled students.
- Approved first aid techniques and practices.
- Suspected child abuse reporting requirements.
- Basic principles of child behavior.
- Causes, means of transmission and control of communicable diseases.
- Procedures and practices for promoting student health, hygiene.
- Modern office methods, procedures, practices, terms, and equipment, including a basic knowledge of Microsoft Office word processing, spreadsheet, database, email, and internet computer applications.
- Filing systems, record keeping procedures and basic mathematics.
- English usage, spelling, grammar, punctuation.
- Business office telephone techniques and etiquette.
- Appropriate safety procedures and precautions.

Ability to:

- Administer First Aid, and CPR.
- Learn and independently apply other medically necessary procedures as directed by a District nurse.
- Work independently, utilizing good judgment in seeking assistance of a District nurse as appropriate and in situations where specific medical knowledge is required.
- Analyze and evaluate health situations calmly and correctly, taking appropriate, approved actions.
- Learn specialized medical/health care techniques, procedures, methods, equipment and independently apply them as taught.
- Maintain detailed and confidential records.
- Operate various standard and specialized office equipment including a personal computer.
- Effectively utilize Microsoft Office word processing, spreadsheet, database, email, and internet computer applications.
- Rapidly learn procedures and software used in school offices.
- Accurately prepare documents and reports.
- Understand and carry out oral and written instructions.
- Follow universal precautions relative to blood borne pathogens.
- Receive and give information to others clearly, calmly, accurately, and courteously.
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the district.
- Deal tactfully, sometimes in stressful situations, with students and parents regarding health issues.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration, and staff.

ACKNOWLEDGEMENT

By signing this, I acknowledge that I have read, understand, and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

APPLICANT

PRINT NAME _____ SIGNATURE _____ DATE _____

SUPERVISOR

PRINT NAME _____ SIGNATURE _____ DATE _____