

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: HEALTH/ATTENDANCE TECHNICIAN - BILINGUAL

BASIC FUNCTION:

Under the direction of the Principal, provides a variety of health services for ill or injured students in a health office environment; performs a variety of duties related to attendance accounting and record-keeping at an assigned school office involving frequent and responsible public contacts; prepares, maintains and accounts for student health and attendance records for submittal to local and State agencies; monitors student health conditions and complaints under the direction of the District Nurse, assist non-English speaking students and parents by translating and interpreting.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administers first aid, medication and oversees specialized medical treatment under the direction of the District Nurse to ill and/or injured students; performs CPR procedures in emergency situations as needed; checks students for head lice as directed and notifies parents of results; assists students with Diabetes management.

Assists a District Nurse in the coordination and administration of health screening tests for students as directed.

Assures the health and safety of students by following established practices and procedures.

Communicates with the District Nurse, school personnel, parents and others regarding student condition and care and to exchange information, coordinate activities and resolve issues or concerns.

Establishes and maintains student records, SARB/SART packets and files; prepares, maintains and updates logs, records, reports and files with student information related to attendance, health, immunization, medications, illnesses, screenings, emergencies, health office visits, accidents, medical issues and assigned duties.

Maintains updated immunization records of testing; sends follow-up notices to parents; maintains list of students with incomplete immunization records or exemption from testing; monitors immunization compliance and assists families with immunization compliance issues; maintains health office visit logs.

Maintains assigned office in a clean, orderly and safe condition; cleans and disinfects tools, work areas, tables and chairs; maintains order and discipline in the health office.

Operates a variety of office equipment including a computer and assigned software; inventories, requisitions and maintains health office supplies.

Performs translating and interpreting functions.

Performs a variety of clerical duties in support of assigned activities such as typing, duplicating and filing and distributing health notices or other materials; initiates and receives phone calls; takes and relays messages; responds to inquiries and provides information as requested; notifies parents of needed immunizations, tests and screenings; maintains confidentiality of student health information.

Performs a variety of duties related to attendance accounting and record-keeping involving frequent and responsible public contacts; documents student attendance including absences and tardiness; maintains substitute teacher folders with current classroom attendance rosters and student health concerns reports; assures accurate and timely attendance activities.

Processes and verifies student absence information from parents, teachers and others; assures parents are informed of student absences; refers student attendance issues to appropriate personnel according to established procedures.

Provides a variety of health services for ill or injured students; makes preliminary evaluation and documentation of student health conditions and complaints within District policies and guidelines; notifies parents, staff and others of student illness, injury, health issues and concerns, or emergencies as needed.

Types and inputs a variety of student health and attendance data and other information into an assigned computer system; generates computerized lists and reports as requested.

Utilizes health care instruments and first aid supplies; pushes wheelchairs to transport students as needed.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, rules and regulations related to assigned activities.
Applicable sections of the State Education Code and other applicable laws including HIPPA.
Attendance policies, procedures, terminology and attendance accounting methods.
Basic math, including calculations using fractions, percentages and ratios.
Clean and sterile health care treatment techniques.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
District policies and State regulations concerning immunization of school-aged children.
First aid, CPR methods and procedures.
Health and safety regulations including personal hygiene practices.
Health office and related health care practices, terminology, procedures and equipment.
Modern office practices, procedures and equipment; record-keeping techniques, filing systems and information management.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Public health agencies and local health care resources; clean and sterile health care treatment techniques.
Safe medication administration and side effects.
Telephone techniques and etiquette.

ABILITY TO:

Communicate effectively both orally and in writing.
Compile and verify data and prepare reports related to student health.
Complete tasks in an environment with constant interruptions.
Establish and maintain cooperative and effective working relationships with others.
Examine students and identify illnesses, injuries and medical emergencies.
Interpret and apply applicable laws, rules, regulations and policies.
Learn and perform specialized physical health care procedures as directed.
Lift and move students safely.
Maintain records and prepare reports related to assigned activities.
Operate standard office equipment including a computer and assigned software.
Perform a variety of activities in support of student health services.
Perform a variety of duties related to attendance accounting and record-keeping at an assigned school site involving frequent and responsible public contacts.
Perform a variety of routine clerical duties.
Perform arithmetic calculations quickly and accurately.
Prepare and maintain student immunization and health records and files.
Prepare, maintain and account for attendance records and reports for submittal to local and State agencies.
Provide treatment and administer first aid, CPR and emergency medical care as necessary.
Screen students for various health and safety concerns.
Utilize standard health instruments and first aid supplies.
Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and one year of clerical experience involving public contact and record keeping responsibilities. Some experience working with children in an educational or organized learning environment preferred.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.
Valid First Aid and CPR certificate issued by an authorized agency.
Successful passage of the proficiency test in English and a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/office Environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and health instruments
Hearing and speaking to exchange information in person or on the telephone

Sitting or standing for extended periods of time
Lifting, carrying or repositioning students in wheelchairs or students needing assistance
Pushing wheelchairs to transport students
Bending at the waist, kneeling or crouching to assist students
Reaching overhead, above the shoulders and horizontally
Seeing to assess student illnesses and injuries, and measure medications.

HAZARDS:

Potential contact with blood and other body fluids.
Potential for contact with blood-borne pathogens and communicable diseases.

FLSA Status

Approval Date

Non Exempt

3/1/08, (Health Technician), 9/28/17, 12/19/19