

JOB DESCRIPTION
Pleasanton Unified School District

HEALTH CARE TECHNICIAN

Purpose Statement:

The job of Health Care Technician is done for the purpose/s of performing nursing procedures relating to care and treatment of students with special medical needs. Under the supervision of the Senior Director of Student Services/administrative designee, or Special Education Director and the direction of the Credentialed School Nurse, the individual in this position performs Specialized Physical Health Care Procedures and implements student Individualized Health Care Plans throughout the school day to ensure the health and safety of assigned student(s). The individual in this position works as a team member with the Credentialed School Nurse, school staff, and parent(s) to provide services to assigned student(s), independently, without the Credentialed School Nurse being present and to perform first aid/CPR as needed. It is required this individual is able to take directions well from the Credentialed School Nurse, use mental concentration to attend to details and be precise in applying health care needs, care instructions, and administering medications, handle and treat medical fragile students, and attend to students' physical needs.

Essential Functions

- Collaborate with Credentialed School Nurse to perform Specialized Physical Health Care Procedures as directed, such as administering emergency medication to students with severe allergic reactions and seizure disorders, monitoring students with diabetes, including checking blood glucose, insulin administration, and insulin pump management, etc.
- Provides prompt, reliable, and safe care to assigned student(s).
- Participates as a team member to identify health problems and concerns regarding assigned student(s).
- Fosters communication between school staff, parents, and Credentialed School Nurse regarding the care of the assigned student(s), maintain good documentation on observation and treatment, medical confidentiality and integrity of records.
- Provides input for the Individual Health Care Plan to Credentialed School Nurse as needed.
- Performs other duties assigned consistent with the scope and intent of this position.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Requires knowledge of medical terminology and application of medical treatment instructions and administration of prescribed medication; knowledge of educational and developmental needs of children; skills in human relations, communicating with children, parents, school, medical staff, and the public for the purpose of working as a team to provide care and support for the assigned student(s); ability to perform medical procedures, medication and treatment administration as prescribed; health and safety and basic first aid techniques, including CPR; oral and written communication skills and strong interpersonal skills

Abilities:

Requires the ability to accurately respond to medical emergency situations; react calmly, effectively and efficiently under stressful situations and emergencies; implement treatment plans, goals, and objectives; work competently under the direction of the Credentialed School Nurse with insulin pump therapy, insulin injection, blood glucose monitoring, Diastat administration, asthma and allergy management; learn medical procedures as necessary; relate comfortably in a one-to-one student assignment in a classroom setting; and maintain cooperative and effective working relationships.

Physical Abilities:

Requires light to moderate physical effort which may include frequent standing, walking, lifting, and bending; occasional climbing, crawling or stooping, use of medium weight tools and materials; and the ability to work in an indoor/outdoor work environment. A pre-placement physical examination may be required.

Experience and Education: Experience equivalent to six months working in acute care setting in pediatrics is preferred. High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

Licensed Vocational Nurse or Registered Nurse in California
Possession of or ability to obtain CDL
Possession of valid first aid and CPR certificate from American Heart Association or American Red Cross

Continuing Educ. /Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

10/22/2013

Salary Grade

Classified 24