

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: HEALTH/ATTENDANCE TECHNICIAN

DEFINITION:

Under the direction of the Principal, perform a variety of responsible clerical duties related to the preparation, balancing and verification of accurate attendance, registration records and reports, data processing list generation and general secretarial and clerical functions; provide health care, administer routine First Aid and assess ill or injured students to assure a safe and healthy environment in accordance with school and District guidelines and established procedures; provide sensitive, patient and accurate care and assistance to students; notify appropriate medical professional as required; maintain health records, referrals and related reports.

ESSENTIAL DUTIES

Plan, organize, and coordinate the technological functions of an automated student attendance record management program, including record storage and retrieval systems.

Plan, organize, develop, and distribute informational material regarding student attendance issues, problems and concerns.

Aid in the planning, organization, development, and implementation of guidelines and procedures to inform parents and legal guardians pertaining to student attendance and truancy matters.

Generate a variety of special reports, including lists, labels, grade reports and other computer generated data.

Respond to requests for attendance information from various social service agencies.

Assist in the student registration, initial class placement process, and the preparation of student entry and closing records.

Assist and train others in the use of the student computer database system, including system backup procedures.

Assist with the preparation of a variety of examinations pertaining to the health appraisal of students, including physical, vision, and hearing examinations.

Record health appraisal history and the results of health appraisal examinations.

Render first aid treatment to injured and ill students; sterilize, disinfect, and bandage minor cuts, abrasions, and burns.

Observe pupils for signs of shock and other emergency situations, and take appropriate remedial action following a predetermined procedure.

Take and record temperature of ill students, and report results to health service staff or administrative personnel, as appropriate.

HEALTH/ATTENDANCE TECHNICIAN

Perform routine evaluations of student illness and injury situations, and determine the need for emergency, supervisory, or administrative assistance.

Administer medication prescribed specifically for students by medical authority, and perform emergency medication injections following a closely controlled procedure; catheterize, and tube feed in accordance with specific medical instruction, as required by the assignment.

Contact parents or other responsible persons regarding ill or injured students.

Maintain a variety of student records and records pertaining to the student health service office functions.

Other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Practices, methods, trends, strategies, and techniques pertaining to student attendance programs.

Methods, procedures, and techniques of organization and planning.

Practices, procedures, and techniques pertaining to an automated student record management, storage, and retrieval systems.

Legal mandates, policies, regulations, and operational procedures and guidelines pertaining to student attendance programs and health services.

Principles, methods, and practices of first aid and routine emergency treatment.

Equipment, supplies, and terminology commonly associated with a student health facility.

Emergency service agencies within the close proximity of the assigned school site.

General office clerical procedures, and automated record management, storage, and retrieval systems.

Ability to:

Effectively and efficiently plan, organize, and coordinate student attendance and record management programs.

Establish and maintain a variety of files and records.

Plan, organize, and implement student attendance functions and activities.

Analyze, review, and compile comprehensive student attendance related reports.

Perform routine first aid and emergency treatment for ill and injured students.

Evaluate student illness or emergency situations and determine an appropriate course of action.

Effectively perform catheterization processes and tube feeding with children experiencing special needs, as required.

Type or keyboard at a net corrected speed of 40 words per minute.

Understand and carry out oral and written directions.

Communicate effectively in oral and written form.

Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 20 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

This type of work involves sitting a portion of the time, but will involve walking or standing for extended periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Must have a full range of motion in the upper extremities.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

High school graduation supplemented by course work in typing, computer record management, and general office practices.

Experience:

Two years of general clerical experience involving contact with children, including some experience operating computer equipment and administering routine health care.

LICENSES AND OTHER REQUIREMENTS

Valid First Aid and CPR Certificate issued by an authorized agency. Catheterization, and blood borne pathogen training may be required.

WORKING CONDITIONS

School health office environment; subject to exposure to communicable or infectious diseases and emergency medical situations.