

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Special Education Health Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned site	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	032 PARA
REVISED:	July 24, 2002		

BASIC FUNCTION:

Perform specialized health care services for disabled pupils; perform first aid and routine health office clerical duties.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Perform specialized physical health care for pupils such as ileostomy/colostomy care, gastrostomy feedings, catheterization, gavage feeding, suctioning, or other services that require medically related training. **E**

Lift and move designated pupils as necessary in the use of bathroom facilities, including changing diapers and clothes, cleaning/showering, and providing personal hygiene care. **E**

Assist in a variety of health screening programs. **E**

Assist in the administration of prescribed medication; assist in positioning pupils for health care and/or medication administration. **E**

Provide illness and accident attention; change dressings. **E**

Contact parents regarding transportation for sick or injured pupils; transport parents and pupils to medical appointments when necessary. **E**

Perform receptionist duties in the school health office; maintain health records; type correspondence, reports, health record cards, and information bulletins; requisition supplies; maintain inventory records, and distribute first aid materials to classrooms. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year of experience in the district job class of Health Assistant I or Special Education Technician, or, as a paraeducator in a medical or related field. Possession of a medical assistant certificate or post high school courses leading to such certificate may be considered for substitution of the experience requirement.

LICENSES AND OTHER REQUIREMENTS:

Possession of a Red Cross basic first aid certificate; an advanced certificate is desirable but not required. Possession of a current infant, child, and adult cardio-pulmonary resuscitation (CPR) certification from American Heart Association or American Red Cross. Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Health care procedures such as catheterization, postural drainage, gastrostomy feedings, gavage feeding, suctioning, or other services that require medically related training.

Simple clinical tests.

Reading and writing English communication skills.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Learn health care procedures such as catheterization, postural drainage, gastrostomy feedings, gavage feeding, suctioning, or other services that require medically related training.

Provide illness and accident attention.

Keyboard/type at a net corrected speed of 25 words per minute.

Learn to perform simple clinical tests.

Read, write, and understand the English language.

Understand and follow oral and written directions.

Communicate effectively and maintain cooperative relationships.

Establish and maintain effective working relationships with others.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor or outdoor classroom environment; riding on a school bus; exposure to bodily fluids, infectious diseases, and cleaning agents and fumes.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate specialized equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies; lifting of heavy pupils in and out of restricted spaces.

7/02

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Job Code 6423

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