NAPERVILLE COMMUNITY UNIT SCHOOL DISTRICT 203
JOB DESCRIPTION

HEALTH TECHNICIAN

Purpose Statement

The job of Health Technician was established for the purpose/s of performing student health duties at assigned school site under the direction of a school nurse; including but not limited to: administering first aid, administering/supervising students with self-administration of medications in accordance with district guidelines, supporting health office operations, facilitating student vision and hearing screening, and maintaining confidential student health records.

This job reports to Building Administrator/Supervisor of Health Services

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Essential Functions

- Be familiar with emergency medical conditions such as injuries, hypoglycemia, and respiratory distress, and promptly administers immediate first aid to meet immediate health care needs, alerts or directs staff alert to nurse, administration, and EMS as appropriate.
- Attends in-services, trainings, staff meetings, workshops, etc. as requested for the purpose of conveying and/or gathering information required to perform job functions.
- Communicates health information with the school nurse, administrators, staff members, students, and families (e.g. observations, messages, status) for the purpose of ensuring the safety and well being of the students.
- Consults with School Nurse/Administrators regarding emergency situations, suspicions of neglect/abuse, assessment needs, observed patterns of illness or injury, for the purpose of resolving immediate safety and/or health care concerns, minimizing infection and complying with the law.
- Assists in coordination of onsite screenings and clinics (e.g. vision, hearing, wellness, dental, etc.) to help compliance with ISBE and state of Illinois mandates.
- Maintains health files and electronic records on all students including out-of-district students with their required health mandates for ISBE and or IDPH.
- Maintains educational and instructional materials on a variety of health subjects for the purpose of ensuring items are available for distribution to teachers, students and/or parents as appropriate to grade level and building needs.
- Tracks physical education/recess excusals including parent and physician requests and communicates with appropriate staff.
- Maintain and prepare first aid/emergency kits.
- Maintain safety checks and replace pads and batteries on all AED equipment.

- Prepare student and emergency medications for field trips, communicate with the certified school nurse regarding student concerns/needs
- Track distribution and return of elevator keys as appropriate to building
- Annual online health approval for each student registering for the school year. The online approval consists of adding any new health concerns a parent has added, removing any health conditions that have been resolved, and informing a certified school nurse of new conditions.
- Review and assist with online health approval, add and alerts nurse of new health and resolved health concerns.
- Maintains work areas for infection control and sanitation.
- Elementary Buildings: monitor daily attendance and parent reports of absence. Follow up for unaccounted students with emergency contacts. Alerts administration of unresolved absences.
- Maintains health office records including: compliance logs, hearing and vision screening and follow up, student records, accident reports, parent information letters and communication for the purpose of ensuring compliance with regulations, documenting activities, and conveying information.
- Assists and tracks student compliance with ISBE/IDHP guidelines; including immunizations, physicals, dental and vision requirements
- Processes student's new and withdrawal forms for the purpose of ensuring completeness of records, conveying information, and complying with district, state and federal requirements.
- Responds to or directs inquiries from internal and external parties for the purpose of providing information and facilitating communication.
- Supervises students within the health office for the purpose of monitoring students referred for illness and/or observation. Communicates with families as appropriate.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in

order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: administering first aid/CPR; performing vision, hearing, screening tests; handling body fluids and waste materials; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: emergency first aid/CPR procedures; universal precautions and infection control procedures; health standards and reporting procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also require to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability- based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; adapting to changing work priorities; being attentive to detail; displaying tact and courtesy; communicating with diverse groups of individuals; meeting deadlines and schedules; working with constant interruptions; and ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization’s services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 40% walking, and 45% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency None Specified.

Required Testing	Certificates
None Specified	First Aid, CPR, and AED Certificates
Continuing Educ./Training	**Clearances**
Maintain Certificates	Criminal Justice Fingerprint/Background Clearance
FLSA Status	**Approval Date**
Non Exempt	3/2025