



CONCHO SCHOOL DISTRICT #6

JOB DESCRIPTION

Job Title: **HEALTH TECH / OFFICE AIDE**

FLSA: Non-Exempt

TITLE: Health Tech / Office Aide

QUALIFICATIONS:

- High School Diploma or equivalent
- One year in a health service related field. EMT, CNA, or LPN experience preferred.
- CPR training
- Dispense medications
- Ability to type and operate a computer preferred
- Physical strength to lift students as necessary
- Personal hygiene maintenance
- Ability to develop and maintain effective relationships with students, staff and parents

REPORTS TO: Office Manager

GENERAL FUNCTION: To be responsible for duties in the front office that pertains mostly to student health issues and wellness. He/She will frequently cover for the time the Office Manager is at lunch, or absent. Tasks include answering phones, taking messages, greeting parents, and attending to students who need medical attention.

PERFORMANCE RESPONSIBILITIES:

- Phone receptionist and office filing duties.
- Establishes a supportive, encouraging, and personal relationship with students, being careful not to develop intense emotional attachments.
- May come in contact with bodily fluids as part of this job while caring for students and staff.
- Exhibits a high degree of confidentiality and knowledge of HIPPA and FERPA regulations.
- Dispensing medication to students according to school policies and procedures (JLCD, JLCD-R, JLCK-E).
- Maintains accurate records of immunizations, and student health records.
- Maintains, organizes, and orders supplies for the sick room.
- Serves as the school liaison with the Apache County Health Department and various other Community agencies.
- Works with staff and parents to keep all informed of health related issues.
- Notifies parents of health related issues for students, and if child is ill.
- Performs other related duties as required.

TERMS OF EMPLOYMENT: 9 month / part time
Employee benefits in accordance with district policies.

EVALUATION: Performance of this position will be evaluated in accordance with the Governing Board's policy on evaluation of classified personnel.

CLASSIFICATION: Classified Staff

Revised: May 2010



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I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name printed: _____ Date: _____

Employee Signature: _____ Date: _____