

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: HEALTH SERVICES TECHNICIAN

BASIC FUNCTION:

Perform technical health related duties to assure that federal performance standards of the health services program are met; perform screening tests for vision and hearing at an assigned school; train and provide health information to students, staff and parents.

REPRESENTATIVE DUTIES:

Perform technical health related duties to assure that federal performance standards of the health services program are met; assure compliance with rules and regulations related to personal hygiene and safety during the screening process.

Visit schools and conduct hearing and vision screenings on students; record test results on appropriate forms or records; assist with follow-up as needed.

Observe student health status and contact parents as appropriate; refer parents and students to public health agencies or other health care providers.

Conduct health education workshops and in-services to train parents, students and staff in health screening areas.

Maintain and review student health records; prepare a variety of reports, correspondence, forms, notices and referrals; distribute records to Health Services for follow-up and the State report.

Attend meetings, workshops and conferences to maintain current knowledge of health issues and concerns, school health procedures and health related community services as required.

Operate health screening equipment; assure testing equipment is in proper working condition.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern medical terminology, equipment and techniques.

Accepted methods and principles of personal hygiene and safety during the screening process.

Diagnostic methods for medical conditions and diseases.

Revised: March, 1999

Accepted testing techniques for hearing and vision screenings.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Public health agencies and local health care resources.
Health and safety regulations.
Modern office practices, procedures and equipment.
Record keeping techniques.

ABILITY TO:

Perform technical duties related to assigned health services program.
Train and provide health information to parents, students and staff.
Prepare and deliver oral presentations regarding health and safety issues.
Identify vision and hearing needs and recommend appropriate action.
Maintain records and prepare comprehensive reports.
Screen students for vision, hearing and dental problems.
Counsel and provide health related information to parents of preschool-aged students.
Establish and maintain files, records, reports and referrals.
Communicate effectively both orally and in writing.
Plan and organize work.
Read, interpret, apply and explain rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from an accredited Licensed Practical Nurse program and two years pediatric nursing experience.

LICENSES AND OTHER REQUIREMENTS:

Valid LPN Certificate; valid Kentucky driver's license.