

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: HEALTH TECHNICIAN ENVIRONMENTAL EDUCATION

BASIC FUNCTION:

Under the supervision of the Director I – Environmental Education provides a variety of health services for ill or injured students enrolled in an Environmental Education residential outdoor school program; screens student

Establishes and maintains student health records and files; maintains records of medication and medical treatments; prepares, maintains and updates logs, records, reports and files with student information related to health, immunization, medications, illnesses, screenings, emergencies, health office visits, accidents, medical issues and assigned duties.

Inputs a variety of student health data and other information into an assigned computer system; generates computerized lists and reports as requested.

Communicates with parents, healthcare providers, other departments regarding student condition and care.

Composes and distributes a variety of correspondence such as emails, letters, forms and notifications related to student health and assigned activities; prepares, processes and verifies accuracy and completeness of various forms and applications.

Provides guidance to classroom and educational support staff in reinforcing instruction to individual or small groups of students in an Environmental Education residential outdoor school program.

HAZARDS:

Potential for contact with blood borne pathogens and communicable diseases.

Approved by Personnel Commission December 14, 2016



Kristin Olson
Director Classified Personnel Services

Date: 12/14/16