Job Description

Job Classification:	**Classified**
Position Title:	**Health Services**
Position Assignment:	**Health Technician**
Work Calendar:	Office Calendar
Exempt/Non-Exempt Designation:	Non Exempt
Pay Schedule:	Classified Hourly Salary Schedule / 6 hours per day 30 per week
Pay Type:	Hourly
Pay Method:	Bimonthly
Benefit Structure:	None
Reports To:	Dean of Students

Job Purpose:
The purpose of this position is to support and nurture student needs for daily health and first aid issues.

Duties:

- Implements the Healthy Kids Survey annually
- Maintains up to date emergency cards
- Schedules and runs the annual health screenings
- Mans the health office during the day to tend to student with first aid needs.
- Other duties as requested

Skills/Qualifications:

- Must be at least 21 years of age with a clean driving record
- Appropriate Health Certificate required.
- Must be able to stand and sit for long periods of time.
- Must lift more than 25 pounds
- Must be able to multi task
- Must be able to handle a fast paced office
- Must handle difficult situations appropriately
- Must remain calm in emergency situations.

All job descriptions are meant as a guideline. Actual job duties can be revised with or without written notification and are subject to change.

Please attach appropriate salary schedule and work calendar to this job description. All three documents should be given to employee at time of notice of employment with a copy of training schedule and the current adopted Employee Handbook.