

`Position Title

Health Technician (PK–8) and Paraprofessional Support (FULL TIME POSITION)

Position Summary

The Part-Time Health Technician supports the school nurse and health office in providing safe, responsive, and efficient health services for students in PK–8th grade. This role is especially critical during high-traffic times, special events, screenings, and when serving as backup coverage during the primary health technician’s absence. The Health Technician assists with basic first aid, medication administration, health screenings, student calming and support, clerical and inventory tasks, and coordination across classrooms and school activities.

Key Responsibilities

Core Duties

- Provide basic first aid support to students, including assisting with minor injuries and illnesses
- Assist with medication administration as trained and authorized, particularly during high-traffic times
- Support health screenings (hearing, vision, lice), including student supervision and classroom coordination
- Maintain student health records, including immunization entry (physical records and CIIS), care plan updates, and EHR documentation in compliance with FERPA
- Monitor and maintain clinic and classroom health supply inventory; restock supplies as needed
- Maintain a clean and safe clinic environment by sanitizing beds, chairs, and high-touch surfaces

Additional Support Duties

- Provide backup coverage when the primary health technician is absent
- Support field trips and special activities by preparing first aid kits and medication documentation and chaperoning as a med-delegated staff member as needed
- Assist students with social-emotional needs using calming strategies and supervised breaks or walks
- Assist with clerical tasks such as printing face sheets, care plans, referral letters, and sending routine health communications
- Support hearing and vision referral follow-up, including rescreens and documentation
- Assist during school events and other health office needs as assigned

- Support in the library or with students in small groups for 3.5 hours to make a full-time position.

Salary: \$28,000

Qualifications

Required

- High school diploma or equivalent
- Current First Aid and CPR/AED certification (or ability to obtain upon hire)
- Experience working with children in a school, childcare, or healthcare setting
- Ability to maintain confidentiality and comply with FERPA requirements
- Strong communication and organizational skills

Preferred

- Certification or coursework as a Health Technician, Medical Assistant, CNA, or related field
- Experience administering medications in a school setting
- Familiarity with student information systems (e.g., Infinite Campus) and immunization databases (e.g., CIIS)