



Position Description

Position Classification: **Part Time Health Technician (12 hours a week)**
Staff

Immediate Supervisor: Office Manager

POSITION SUMMARY

Overview & Purpose:

The health tech exists to care for students at Park Christian School. The health tech is responsible for providing medical assistance to K-12 students. He or she will complete multiple tasks each day ranging from assessing minor injuries to requesting emergency services.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the personal qualities, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION REQUESTS:

Education, Preparation, and/or Experience:

Medical background is preferred.

Certificates, Licenses, Registrations:

CPR, First Aid

Required Personal Qualities:

- Has received Jesus Christ as his/her personal Savior.
- Believes that the Bible is God's Word and standard for faith and daily living.
- Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40
- Is a member in good standing at a church that has a Statement of Faith in agreement with Park Christian School's Statement of Faith.
- Is in whole-hearted agreement with Park Christian School's Statement of Faith and

- Christian philosophy of education.
- Maintains a close personal walk with the Lord evidenced by example and spiritual leadership among peers and with co-workers.
- Observes the Matthew 18 principle in dealing with students, parents, faculty, staff and administration.

Additional Personal Qualities:

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meets everyday stress with emotional stability, objectivity, and optimism.
- Maintains a personal appearance that is a Christian role model of cleanliness, modesty, good taste and in agreement with school policy.
- Uses excellent English in written and oral communication. Speaks with clear articulation.
- Respectfully submits and is loyal to constituted authority.
- Refuses to use or circulate confidential information inappropriately.

Duties and Responsibilities:

- Treating minor injuries such as cuts, scrapes and bruises
- Dispensing prescription medications to students per physician instructions
- Taking students' temperatures when fever is suspected
- Administering first aid and CPR
- Contacting parents when students are ill or injured

Professional

- Knows and observes school policies and regulations.
- Treats each person with respect and courtesy.

Essential functions:

- Provides compassionate, student-centered customer service by treating every student with care, kindness, respect, and professionalism. Establishes and maintains appropriate boundaries while communicating expectations in a supportive manner. Ensures students remain the primary focus of all interactions and services.
- Maintains strict confidentiality of all student health and personal information in accordance with school policies and applicable privacy requirements. Shares information only with authorized personnel on a need-to-know basis and safeguards student records from unauthorized disclosure.
- Ensures the security and proper storage of all medications and health records by keeping medications locked and securing the health office when unattended. Maintains compliance with all medication storage and safety protocols.
- Provides school-based health services within the authorized scope of practice. Refrains from offering medical advice, diagnoses, or treatment recommendations to students, families, or staff. Refers health-related concerns to the student's primary healthcare

provider and administers medications as prescribed by licensed medical professionals, following established procedures and timelines.

- Supports the spiritual and emotional well-being of students consistent with the mission and values of the school. Offers prayer and spiritual support to students and collaborates with colleagues when additional support is needed. Refers mental health concerns promptly to designated school administrators or other appropriate personnel.
- Adheres to established health office policies, procedures, and protocols to ensure safe, effective, and consistent care for students. Communicates questions, concerns, and recommendations for process improvements to designated supervisors and participates in continuous improvement efforts.

EMPLOYMENT

Employment at Park Christian School is at-will, meaning that the employee has the right to terminate employment at any time and for any reason and that Park Christian school has the same right.

Information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Wage and Benefits

\$19.00-\$21.00/hour depending on education and experience. Benefits: Tuition Discount 50% of FTE status.

To Apply: Please submit a staff application, written testimony, and resume to Melissa Evans at mevans@parkchristianschool.org.