



NEW: Submitted:
07/17/2019 07/16/2019

JOB TITLE:	TECHNICIAN HEALTH SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8117
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school instructional staff in the areas of assignment involving the development, monitoring and implementation of assigned program or activity. Provides in-service as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Works closely with program personnel in developing and implementing educational programs and support services
- Oversees and directs the work of committees and task forces, as assigned
- Meets with program staff regularly to monitor effectiveness of health services
- Maintains accurate records on the program and provides data and reports to appropriate personnel
- Evaluates effectiveness of assigned programs or activities
- Provides technical assistance to district and school staff in the areas of assignment
- Assures compliance with local, state and federal regulations and procedures related to areas of assignment
- Researches past and current practices in areas assigned and integrates research in areas of responsibility
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

- Bachelor's degree in area of responsibilities
- Three (3) years of experience in area of assignment
- One(1) year of successful experience in administration/supervision
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Experience in working with different age groups
- Experience in working with community organizations and agencies
- Experience in diverse workplace

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.

