



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

06/11/2018

AGENDA ITEM (ACTION ITEM):

Consider/Approve The Human Resource department requests Board approval for a revision to an the existing job description entitled "Non-Licensed Health Technician".

APPLICABLE BOARD POLICY:

03.233 "Duties": Job Description

HISTORY/BACKGROUND:

As a result of Board approval at the June 4, 2018 regular Board meeting to create eight (8) full-time Non-Licensed Health Technicians, it is necessary to revise the terms of employment on the Non-Licensed Health Technician job description to reflect full-time status.

FISCAL/BUDGETARY IMPACT:

There is no financial impact due to the revision of the job description.

RECOMMENDATION:

It is recommended the Kenton County Board of Education approve the revision to the job description for the position of "Non-Licensed Health Technician".


CONTACT PERSON:

Matt Rigg, Director Human Resources

Principal



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jessica Jehn
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

Kenton County School District
Job Description: Non-Licensed Health Technician
Job Class Number: TBD ~~CODE: E11.309d~~

TITLE: Non-Licensed Health Technician

QUALIFICATIONS:

1. High School diploma or GED
2. Demonstrated aptitude or competence for assigned responsibilities
- ~~3. Such alternatives to the above qualifications that the Board may find appropriate and acceptable~~
- ~~4. Able to lift weight necessary to perform all duties listed below~~ Must pass health examination required of all school employees and pass the district Job Placement Analysis (JPA) Testing Protocol
5. CPR/First Aid/AED certification
6. Complete training deemed necessary to perform duties listed below
7. Demonstrated ability to communicate effectively with students, staff, parents and the community

REPORTS TO: Principal and District Health Coordinator for medical responsibilities

SUPERVISES: None

JOB GOAL: To support health assistance to targeted students

PERFORMANCE RESPONSIBILITIES:

1. Assists with the supervision of students during emergency drills, assemblies, play periods, and fieldtrips
2. Helps students with their clothing
3. Administration of health service that includes assisting students with special needs including but not limited to: transferring from a wheelchair; toileting and diapering; performing catheterizations or assisting students who self-catheterize; assisting with the needs of students with diabetes, including blood sugar monitoring, administration or assist with the self-administration of insulin subcutaneously; assisting with feedings; seizure monitoring; suctioning; and other clinical procedures
4. Assist the school nurse in maintaining the health office in a clean, orderly, safe and secure condition; assists in maintaining inventory and orders first aid supplies as necessary
5. Administer routine and emergency medications and performs medical treatment in accordance with physician's instructions within State law and District regulations as delegated by the School Health Coordinator or other delegating RN
6. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 185
- Salary Schedule: G2 on Classified Position Index OR Hourly Health Assistant Supplement in addition to regular position salary for hours performed in the Non-licensed Health Technician position
- Fair Labor Standards Act (FLSA) Status: Non-exempt

EVALUATION:

Performance of the position will be evaluated annually by Principal and/or District Health Coordinator

APPROVED: 03/25/2002

REVISED: 06/02/2014, ??/??/????