

Employment Opportunity

The Cambridge School



Position Title Health Technician

Location The Cambridge School, San Diego, California

Reports To Registered Credentialed School Nurse

Job Type Part-Time; 24 hours per week (equivalent to three 8-hour days per week or as otherwise agreed upon),
scheduled while school is in session

Salary Range \$21 - \$27 per hour (depending on experience)

About The Cambridge School

If you're looking for a meaningful vocation that seeks to form young people to live flourishing, eudaemonic lives while collaborating with thoughtful, mission-focused colleagues in an intentional community of faith and learning, The Cambridge School in beautiful San Diego, California, might be just the place for you!

We are a JK-12th grade Classical Christian school that is 20 years old and thriving. We are committed to equipping students to think well, love rightly, and live wisely through an educational model that is rooted in historic Protestantism and the best of the classical tradition. Our mission embodies a dedication to shaping students' affections towards the true, good, and beautiful by providing them with an education that is formative and not merely informative. While this is no easy task in our day and age, together we are faithfully seeking to cultivate wisdom and virtue in our students through our academically-vigorous and spiritually-robust community of faith and learning. If this resonates with you, please go to our school website at www.cambridgeclassical.org to learn more and apply!

Position Overview

Under the supervision of a credentialed school nurse, the Health Technician serves as a point of contact for students who are ill, injured, or require daily medical support during the school day. The Health Technician administers first aid, screens ill or injured students in accordance with applicable laws, performs specialized healthcare services for students with chronic health conditions, prepares and maintains student health records, and assists with health office operations.

Essential Duties and Responsibilities

- Perform basic first aid procedures and screen ill or injured students and staff following applicable laws and established health office procedures; utilize a variety of health products and supplies in caring for injuries and health needs, and notify parents of student conditions or symptoms as needed
 - Respond to emergency situations and follow school notification and emergency protocols
 - Administer medications according to licensed healthcare provider orders and state laws; maintain accurate medication documentation records including the person's name, medication, dose, route, time, authorizations, and reason
 - Maintain confidential student health records (paper and electronic)
 - Under the supervision of the credentialed school nurse, assist with student specialized healthcare services such as blood glucose testing, insulin administration, emergency medication administration, and other procedures as directed.
 - Provide physical assistance to students as needed, including lifting, positioning, or mobility support
 - Support health screenings, including scheduling, documentation, and communication with parents/guardians
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Essential Duties and Responsibilities (continued)

- Assist with gathering, reviewing, documenting, and monitoring student immunization records to determine compliance with state laws; communicate follow-up needs to families
- Assist with maintaining, stocking, and distributing classroom first aid bags and field trip first aid supplies
- Assist with maintaining health office inventory and ordering supplies as needed
- Maintain a clean, safe, and organized health office environment, including proper disposal of biomedical waste
- Serve as a member of the school's emergency response team
- Perform other related duties as assigned

Qualifications & Skills

- High School diploma and one year of healthcare experience and/or working in a school health office
- Current Adult/Child CPR and First Aide certification from the American Heart Association
- Knowledge of basic health office practices, procedures, and medical terminology
- Understanding of applicable health and safety laws and regulations
- Strong organizational and record-keeping skills
- Ability to operate office equipment including computer, copier and assigned network software
- Effective written and verbal communication skills
- Ability to maintain confidentiality and exercise discretion
- Strong interpersonal skills with a patient and professional demeanor
- Ability to manage multiple tasks and frequent interruptions
- Ability to follow oral and written instructions

Working Conditions and Physical Requirements

- Work in indoor and outdoor environments with exposure to bloodborne pathogens, bodily fluids, infectious diseases and cleaning solutions
- Ability to sit, stand, bend, kneel, lift and assist students as needed
- Ability to see, hear, and use hands/fingers to operate medical and specialized office equipment

Clearances and Training Post-Hire

- Criminal Justice Fingerprint /Background Check
- Tuberculosis Risk Assessment
- The Cambridge School School Orientation and Training
- San Diego County K-12 Immunization Record Requirements Training (virtual)
- San Diego County Office of Education Unlicensed School Health Personnel Training (virtual)

How to Apply

Interested candidates are invited to send a letter of interest, resume, and references to careers@cambridgeclassical.org.

The Cambridge School is an equal opportunity employer and welcomes candidates from all backgrounds who agree wholeheartedly with our Statement of Faith and our articulation of our mission.
