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2022-2023 Health Technician (JK-Grade 5)

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1315 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

Job Description:

Francis Parker School seeks a qualified Health Technician to provide direct supervision, oversight, and appropriate health care during the upcoming 2022-2023 school year, beginning October 20, 2022. This position's hours are 8 am-4:30 pm.

Essential Duties/Responsibilities:

- Support and assist students with illness and injuries
- Provide appropriate documentation of student illnesses and injuries
- Serve as the on-site health and wellness primary point of contact
- Communicate with the Registered Nurse (as needed) and Head of Lower School
- Uphold, model and enforce Lower School policies and procedures
- Maintain high safety and personal presentation standards
- Follow Parker's policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and assorted emergencies
- Maintain positive relations with parents and other staff

Qualifications:

- High School Diploma required; Bachelor's degree (or currently pursuing a degree) in nursing or health-related field preferred
- Medical Assistant Certificate is highly desired
- Minimum 1-2 years' experience in the healthcare field, preferably in a school setting
- Current valid First Aid and CPR (Adult and Child) Certification
- Knowledge of causes, means of transmission, and control of communicable diseases
- Knowledge of procedures and practices for promoting student health and hygiene
- Ability to address the physical, emotional, general and specific health needs of students
- Knowledge of basic principles of child behavior
- Strong attention to detail and organizational/planning skills
- Excellent communication skills and the ability to receive and give information to others clearly, calmly, accurately and courteously

www.francisparker.org

Linda Vista Campus
Mission Hills Campus

6501 Linda Vista Road
4201 Randolph Street

San Diego, CA 92111
San Diego, CA 92103

858 / 569-7900
619 / 298-9110



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- Ability to establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy
- Ability to deal tactfully, sometimes in stressful situations, with students and parents regarding health issues
- Ability to remain calm during stressful situations
- Good working knowledge of Mac operating systems, Blackbaud and Magnus
- Efficient typing, email, database, spreadsheet and internet skills
- Ability to communicate effectively and get along with coworkers and management
- Ability to maintain regular, timely attendance
- Ability to exercise good judgment, problem solve and manage multiple projects
- Present a professional image as a representative of the School
- Ability to lift/carry up to 25 lbs.

Salary and Benefits:

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

Application Process:

If interested in the position, please fill out the electronic [Francis Parker School Employment Application HERE](#). You will need to upload the following documents during this process: a cover letter, resume and transcripts

If you CANNOT or DO NOT wish to submit your application through the link above, a cover letter, resume, transcripts and a completed [employment application](#) should be submitted electronically to:

Heather Gray, Dr. Robert Gillingham Head of Lower School

hgray@francisparker.org

Please find the PDF of our employment application here: [find it here](#)

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[Please indicate which position you are applying for in the subject line.](#)

<https://www.francisparker.org/about-us-/employment>

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