

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.

S9343

2. Reason for Submission

Redescription  
 Reestablishment  
 New  
 Other

3. Service

Mgmts.  
 Field

4. Employing Office Location

Arlington, VA

5. Duty Station

Various

6. OPM Certification No.

9. Subject to IA Action

Yes  No

Explanation (Show any positions replaced)

Replaces PD S9258, GS-0640-04  
 Health Aid (OA)

7. Fair Labor Standards Act

Exempt  Nonexempt

8. Financial Statements Required

Executive Personnel Financial Disclosure  
 Employment and Financial Interests

13. Competitive Level Code

(001)

10. Position Status

Competitive  
 Excepted (Specify in Remarks)  
 SES (Gen.)  SES (CR)

11. Position is:

Supervisory  
 Managerial  
 Neither

12. Sensitivity

1. Non Sensitive  
 2. Noncritical Sensitive  
 3. Critical Sensitive  
 4. Special Sensitive

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	Health Technician (Office Automation)	YI <del>GS</del>	0640	01 <del>04</del>	sj	3/14/06
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						
16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)				

18. Department, Agency, or Establishment Department of Defense Education Activity	c. Third Subdivision School
a. First Subdivision Area	d. Fourth Subdivision
b. Second Subdivision District	e. Fifth Subdivision

19. Employee Review: This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher Level Supervisor or Manager (optional)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Classification Standards Used in Classified/Grading Position  
 DoD Civilian Personnel Manual 1400.25-M, Subchapter 1920

Typed Name and Title of Official Taking Action

GS-0640, Sep 1988  
 GS-0600, May 2001

LAURA J. PERKINS  
 Chief, Classification and Compensation

Information for Employees: The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature *Laura Perkins* Date *15 Mar 06*

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

This standardized position description for Health Tech (OA), YI-640-01, is appropriate for use in any DoDEA School. PD #S9344 is abolished as it is accommodated within the YI-01 pay band.

25. Description of Major Duties and Responsibilities (See Attached)

**INTRODUCTION**

The Department of Defense Education Activity (DoDEA) is a major Department of Defense (DoD) field activity with worldwide scope and the critical mission of ensuring that high quality education programs, from preschool through grade 12, are provided for eligible dependents of DoD military service members and civilian employees stationed in 13 foreign countries, seven states, Guam, and Puerto Rico. DoDEA is comprised of the Department of Defense Dependents Schools (DoDDS), the overseas component, and the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS), the “stateside” component. DoDEA currently operates over 223 schools which employ approximately 14,500 professional educators and support staff serving over 101,500 students. DoDEA is one of the largest, most diverse and geographically dispersed school jurisdictions. DoDEA schools are fully accredited by U.S. regional accreditation agencies, and the DoDEA educational program consistently rates at or near the top in comparison with other U.S. school systems.

This standardized position description for Health Tech (OA), YI-0640-01 is appropriate for use at any DoDEA school. The purpose of the position is to assist in provision of continuing health care programs.

**MAJOR DUTIES**

Administers routine and emergency first aid to students. Duties might include washing wounds, applying compresses and dressings, control of bleeding, administering cardiopulmonary resuscitation (CPR), etc., and following established Red Cross first aid procedures. Maintains an in-house supply of dressings, antiseptics, and other common first aid materials.

Takes student “sick call.” Checks students who request to be seen or who may have been referred by teachers. Checks pulse, temperature, and visual appearance to determine if child requires medical attention, should rest, or be sent home. Makes contact with parents, principal, or medical personnel on the basis of personal judgment (i.e., student’s pulse, temperature, appearance, etc.) and consultation with a school nurse. Observes student’s physical appearance for signs of abuse such as bruises, contusions. Reports suspected child abuse to the proper authorities.

Dispenses predetermined dosages of prescription medicine provided by student’s parents when such has been prescribed by medical authority for school use and is in agreement with DoDEA regulations regarding dispensing medicine. Reviews student records for adverse medical conditions and confers with the appropriate school medical personnel while maintaining confidentiality.

Administers routine health tests (e.g., visual to determine color difficulties or unusual acuity, audio to record hearing ranges, scoliosis to observe spinal curvature, weight and height measurements) to note on the student’s record. After interpretation of test results by a health

professional, follows up on tests with letters to parents. Administers fluoride rinse program with the material support and technical assistance of the military medical (dental) facility personnel.

Contacts local health care officials or Exceptional Family Member Program (EFMP) representatives to arrange for speakers, examinations, or to procure health and safety materials such as posters, handouts, and materials for teachers to use in the classroom.

Maintains student health records on a current and secure basis. Makes notations of data gathered. Completes accident/injury reports. Provides immunization follow-up to parents as needed.

Assists faculty by making presentations to classrooms and assemblies. Topics include such health or safety topic materials as basic nutrition or what to do if injured at school. Gathers facts and informational material for use by teachers or in school health office.

Makes arrangements for sports physical examinations with medical personnel.

Types routine correspondence relating to above duties such as letters to EFMP centers acknowledging appointment dates, letters to parents regarding student's health or hygiene status, requisitions, etc. Enters student health data into the WinSchool health database module. A qualified typist is required.

Performs other duties as assigned.

**FACTOR EVALUATION STATEMENTS**

Factor 1, Knowledge Required by the Position

FL 1-3, 350 points

Knowledge and skill sufficient to be certified by the American Red Cross to perform routine and emergency first aid and CPR.

Knowledge to examine students reported ill and determine if parents should be contacted, if student should rest, or be referred to medical personnel.

Knowledge and skill necessary to administer prescribed and prepared medicines.

Knowledge and skill sufficient to perform basic health examinations such as vital signs, height and weight, scoliosis, hearing, or sight, and to set up equipment used in administering tests. Test results will be read and interpreted by professional medical personnel.

Knowledge and skill sufficient to serve as a contact point with parents and medical personnel to relate a child's condition and initiate medical treatment if necessary.

Ability to gather and present health and safety materials to classrooms.

Knowledge of databases and data entry to enter student health data into the School Information Management System Health Module.

Knowledge of personal computers and word processing to prepare letters, documents, and memoranda from draft. A qualified typist is required.

Factor 2, Supervisory Controls

FL 2-2, 125 points

The supervisor assigns duties on a continuing basis and reviews work through periodic observation of the work area, review of records, and through discussion with the employee. The employee performs most duties independently except to consult with a school nurse or the supervisor when unusual problems arise. Work is reviewed for technical accuracy and compliance with instructions by observing the employee's work with students, review of records, and through discussion with the employee.

Factor 3, Guidelines

FL 3-2, 125 points

Guidelines consist of detailed, established written procedures such as instructions on how to administer a hearing test, or what should be recorded on scoliosis screening reports. The employee follows the established guidelines in applying correct first aid procedures for a variety of situations, in soliciting information from parents or students regarding illness, and for referral for supported abuse situations.

Factor 4, Complexity

FL 4-2, 75 points

The position involves a variety of tasks including health screening tests, first aid, CPR, records maintenance, computer use, and oral and written communications. The incumbent must determine the appropriate approach for each situation and be aware of the need for referral of serious situations for treatment by professional medical personnel. Treatments typically handled by the incumbent would include cleaning of minor cuts and abrasions, application of bandages, dispensing of medicines according to parental instruction, checking weight and height, recording data on a student's record, and providing resource assistance to teachers.

Factor 5, Scope and Effect

FL 5-2, 75 points

The work involves completing the full range of school first aid and health care needs of less than professional complexity. The work affects the physical health and wellbeing of students and often results in students being referred to professional medical or other health personnel.

Factor 6, Personal Contacts

FL 6-2, 25 points

Daily personal contacts are with students, parents, school staff, and outside medical or EFMP personnel.

Factor 7, Purpose of Contacts

FL 7-2, 50 points

Contacts are made to provide health care services to students, coordinate work, exchange information, share ideas, reports problems, and respond to inquiries.

Factor 8, Physical Demands

FL 8-1, 5 points

The work is sedentary. There may be some walking, bending, standing for short periods of time, and carrying of light medical supplies, but no special physical requirements are necessary to perform the work.

Factor 9, Work Environment

FL 9-1, 5 points

The work is performed in an office setting with adequate heating, lighting, and ventilation. Some positions are located overseas, requiring accommodation to foreign culture and adjustment to a variety of personal inconveniences, to include the possibility of exposure to terrorist attacks. Local travel may be required occasionally to attend meetings and training.