

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL HEALTH CARE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing behavior management, health care and instructional activities of students who exhibit developmental, behavioral or emotional difficulties; assist in meeting the special needs of assigned students, including feeding, toileting, positioning and monitoring health conditions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a certificated teacher in reinforcing behavior management, health care and instructional activities of students who exhibit developmental, behavioral or emotional difficulties; provide teacher directed training to students in social, occupational and independent living skills as assigned.

Assist in meeting the special needs of assigned students, including toileting, positioning and monitoring health conditions; provide assistance and self-help training in grooming, brushing teeth, toilet training and changing diapers, and other hygiene related tasks.

Observe and control behavior of students in the classroom and during outdoor activities according to approved procedures; assist in implementing behavior modification programs; restrain students as necessary; report progress regarding student performance and behavior.

Assist students with severe eating problems and monitor self-feeding students; utilize gastronomy and suctioning equipment; take appropriate action when students have difficulty while eating.

Greet students at the bus; load and unload students as necessary; push students in wheelchairs.

Assist students in completing classroom assignments, homework and projects; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean, set up, and set out instructional materials and equipment for classroom use.

Oversee groups of students in games, field trips and play activities; assure safe outdoor play; accompany students to and from school sites as assigned; ride with pupils on the bus as necessary and for field trips.

Perform CPR; assist in administering medication in accordance with specific medical instructions under the direction of a nurse.

Assist teacher with implementation of Individualized Education Programs (IEPs) through instruction in a variety of activities as assigned.

Communicate with students and District personnel to exchange information and resolve issues or concerns related to student activities, progress, behavior, discipline and assigned duties.

Prepare and maintain a variety of records, files and reports related to student health care, attendance, progress, behavior, incidents and assigned activities.

Operate a variety of office and classroom equipment including a copier, laminator, fax machine, computer and assigned software; operate kitchen equipment as necessary.

Assist students with physical therapy activities as assigned under direct supervision.

Attend and participate in assigned meetings and conferences.

OTHER DUTIES:

Operate a vehicle to perform duties as directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices related to students with special education needs.

Problems and concerns of students with special needs.

Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.

Safe practices in indoor and outdoor activities.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment including a computer and assigned software.

Health and safety regulations.

Proper lifting practices.

CPR procedures.

ABILITY TO:

Assist a certificated teacher in reinforcing behavior management, health care and instructional activities of students who exhibit developmental, behavioral or emotional difficulties.

Assist in meeting the special needs of assigned students, including feeding, toileting, positioning and monitoring health conditions.

Perform clerical duties related to assigned activities.

Demonstrate an understanding, patient and receptive attitude toward students who exhibit developmental, behavioral or emotional difficulties.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Understand and relate to students with special needs.

Operate standard office and classroom equipment including a computer and assigned software.

Observe health and safety regulations.

Perform first aid and CPR.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and a passing score on the District proficiency test, or the completion of 48 college credits, and one year experience as an instructional assistant working with severely handicapped students.

LICENSES AND OTHER REQUIREMENTS:

Valid CPR Certificate issued by an authorized agency.

Valid Food Handler's Certificate.

Some positions in this classification may require a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Hearing and speaking to exchange information.

Seeing to read a variety of materials and monitor students.

Lifting and moving students as assigned by position.

Pushing students in wheelchairs.

HAZARDS:

Exposure to bodily fluids, blood-borne pathogens and infectious diseases.

Contact with dissatisfied or abusive individuals.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

*Paraprofessional Job Description
Adopted by BOT 9/18/06*