

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: HEALTH INSTRUCTIONAL ASSISTANT

REPORTS TO: Executive Director, Principal, or Designee
SUPERVISES: No supervisory responsibilities

DEFINITION:

Under the clinical supervision of the school/public health nurse, provide specialized health care and assist the nurse in monitoring the mental and physical health conditions of students. Assist the classroom teacher in reinforcing instruction to individual or small groups of medically fragile and severely handicapped special education students, ages birth - 22; assist in the preparation of instructional materials and implementation of Individualized Education Plans (IEP's); provide routine clerical support.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. One year experience providing patient care in a health-care profession, OR one year experience working with special education students.
3. An AA degree (or equivalent) or passage of proficiency examination in compliance with Education Code and No Child Left Behind Act.
4. First Aid and CPR Certification (provided by SLOCOE) must be obtained within 130 days of employment.
5. Incumbents must obtain specialized health care training given by the school/public health nurse within 90 days of employment.
6. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.

Desired:

1. Experience working with special education students in an organized setting.
2. Emergency Medical Technician license.

KNOWLEDGE AND ABILITY:

1. Knowledge of child/adolescent development and guidance practices related to disabled youth including family and community involvement.
2. Knowledge of basic subjects and instructional methods taught in SLOCOE programs, including mathematics, English, language and reading.
3. Knowledge of basic record keeping and report preparation techniques.
4. Knowledge of safe practices in classroom, therapeutic and physical activities.
5. Knowledge of medical concerns of disabled students with special needs.
6. Knowledge of basic medication administration and medical terminology.
7. Knowledge of specialized health care procedures and crisis intervention techniques.
8. Knowledge of universal precautions in handling blood or body fluids.
9. Ability to remain calm and respond appropriately in stressful or emergency situations.
10. Ability to observe health and safety regulations and reporting requirements.
11. Ability to administer first aid and CPR.
12. Ability to operate standard office and classroom equipment including a computer.
13. Ability to communicate effectively both verbally and in writing.
14. Ability to work with frequent interruptions.
15. Ability to demonstrate a professional, patient and caring attitude toward students, parents, and staff.
16. Ability to maintain regular and reliable attendance.
17. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.

18. Ability to establish and maintain positive and effective working relationships with diverse populations.
19. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
20. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
21. Ability to deal with problems or issues that arise within the scope and skill set of the classification.

ESSENTIAL FUNCTIONS:

1. Provide specialized health care procedures to students such as, but not limited to the following: medication administration, gastric tube feedings, diabetic testing, catheterization, tracheotomy care, suctioning, and oxygen therapy. Monitor student health in the classroom and notify the school/public health nurse of any student health concerns. Maintain student records and files and prepare routine reports related to completion of health procedures, medications administered, progress, IEPs, and assigned activities. Prepare and maintain medical records for students with special needs.
2. Assist the school/public health nurse during health screenings/follow-ups and in providing the following; first aid, monitoring and notification of student health issues, reviewing emergency forms for completion and follow-up, obtaining, reviewing and filing of records, and basic report preparation.
3. Assist the teacher in reinforcing instruction to individual or small groups of students. Assist teacher with the implementation of Individualized Education Plans (IEPs) Confer with the teacher concerning IEPs, lesson plans, health conditions, student progress, behavior and materials.
4. Assist students with the development of social and independent living skills. Report progress regarding student performance and behavior.
5. Assist students with communication, cognitive and sensory perception skills. Read books with students and, assist students with word pronunciation and recognition.
6. Assist special education teacher with implementation of the M.O.V.E. program; assist students to develop their small muscle coordination, gross and fine motor skills to reach their goals and objectives. Position students in various orthotic equipment.
7. Ensure the health and safety of students by following health and safety practices and procedures. Maintain the learning environment in a safe, orderly and clean manner.
8. Prepare and serve breakfast, lunch and snacks to students. Set up before and clean up after food preparation and eating activities.
9. Assist students in areas related to hygiene, fitness and nutrition.
10. Monitor inventory of classroom and medical supplies including first aid kits and nursing informational flyers and forms. Assist in ordering, receiving and maintaining appropriate inventory levels of supplies.
11. File SCAR (Suspected Child Abuse Reports) to Child Welfare Services when appropriate.
12. Push students in wheelchairs. Lift students in and out of orthopedic equipment and position pupils. Assist students with adaptive devices. Load, unload, and accompany students on buses as directed.
13. Participate in field trips and supervise students in the break areas or bus loading.
14. Handle confidential information and materials with complete security.
15. Other duties as required within the scope and skill level of the job classification.

ENVIRONMENT:

1. Classroom, itinerant and office environment.
2. Subject to emergency medical situations.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate specialized medical equipment.
2. Seeing to read a variety of materials and monitor student health conditions.
3. Hearing and speaking to exchange information,
4. Bending at the waist, kneeling or crouching to assist students.
5. Reaching overhead, above the shoulders and horizontally.
6. Walking on uneven terrain.

7. Sit in low chairs or on the floor.
8. Climb stairs.
9. Reach overhead.
10. Sitting or standing for extended periods of time.
11. Physical ability to lift 45 pounds from floor to waist.
12. Physical ability to lift 25 pounds from waist to shoulder.
13. Physical ability to lift 23 pounds from shoulder to overhead.
14. Physical ability to carry 23 pounds.
15. Physical ability to push 48 pounds.
16. Physical ability to pull 75 pounds.
17. Physical ability to position a student who may weigh 150 pounds or more, to conduct two-person lifts, and to manipulate wheelchairs and orthopedic devices such as lifts, slings, etc.

HAZARDS:

1. Potential for contact with blood and other body fluids, which may contain bloodborne pathogens and communicable infectious diseases.
2. Contact with dissatisfied or abusive individuals.
3. Potential exposure to verbal abuse and aggressive behaviors (hitting, biting, scratching, kicking, etc.)

Grade Allocation: 21
Adopted: 7/1/04
Revised: 2/24/16