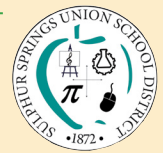


Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

HEALTH CARE ASSISTANT

DEFINITION

Under the general supervision of a certificated administrator and technical direction of medical personnel, performs medical treatments and procedures necessary in providing specialized physical health care in-services to pupils with exceptional needs; to act as an Instructional Assistant-Special Education to a teacher in performing assigned tasks.

CLASS CHARACTERISTICS

Positions assigned to this class assist classroom teachers and instructional assistants in a variety of special health care programs to maintain the health care needs of students.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class. May include, but are not limited to the following:

1. Under direction of teacher, provides individualized instruction by matching instruction to needs of each pupil
2. Works cooperatively with others in providing specialized physical health care services and performing standardized procedures in compliance with legal requirements, rules, and regulations
3. May participate as a member of the appropriate team or committee to assist staff with developing and implementing individual health care plans
4. Accompanies or assists students to and from school bus or other transportation and in moving to and from activities on school site
5. Accompanies and assists certificated personnel during the transporting and instructing of students in off campus or community based settings
6. Assists teachers with classroom activities for pupils
7. Gives guidance and provides an example for pupils in various areas such as academic learning, vocational skills, social and leisure skills, physical development and fitness, and personal hygiene
8. Confers on a regularly basis with teacher in regard to planning and scheduling activities, instructional goals and objectives, pupil progress, and pertinent health or behavior problems
9. Assists teacher in establishing and maintaining a clean, safe, and pleasant classroom and learning environment and assists teacher with classroom activities for students
10. Assists teachers with implementation of students' Individualized Educational Plan (IEP)
11. May perform one or more of the following procedures as they pertain to the individual student after receiving appropriate training: suctioning, when needed to clear air passages, including care of suction machine and attachments, tracheotomy tube and skin around incision, tube replacement, gastrostomy tube feeding, including care of gastrostomy tube, equipment, and skin around incision and care of supplies and equipment; colostomy, ileostomy care, and care of supplies, adjuncts and equipment; oxygen administration and proper use and care of equipment, including monitoring of flow control oxygen level; emergency care as needed, including cardiopulmonary resuscitation or other life-sustaining efforts until paramedics or other medical assistance is available

12. Administers first aid; with assistance and direction, establish and maintain daily documentation of specialized physical health care services and procedures which may include administration of medication
13. Updates and maintains medical records; initiates and completes reports and records, such as accident and incident reports
14. Maintains confidentiality of student records in accordance with legal requirements and policies
15. Attends in-service and staff meetings as required
16. Assists lifting of students in and out of wheelchairs, braces, and other orthopedic equipment
17. Assists staff member in positioning students and in rendering various forms of personal care such as toileting and diapering; assists students in dressing, undressing, bathing, grooming, and eating and feeding
18. Under the direction of the school administrator and the procedure observed by a certificated staff member, assists students with taking medication
19. Performs related duties as assigned

QUALIFICATIONS

Knowledge of:

- Elementary concepts of child development and behavior
- Proper health care techniques, including those outlined in "Example of Duties"
- Clean, sterile treatment techniques
- First aid procedures and techniques
- Cardiopulmonary resuscitation techniques
- Community emergency medical resources
- Personal hygiene practices
- Basic communication skills
- Reading, writing, and speaking in English
- Operation of standard classroom/office equipment
- Appropriate safety precautions and procedures

Ability to:

- Communicate with students and staff and motivate students to participate in learning activities
- Maintain emotional control under difficult situations and effectively react to emergencies
- Learn and adapt to new procedures and conditions, and learn to tutor students in any subject matter or to work with students who have special learning needs
- Recognize and report safety hazards
- Learn laws, rules, practices, and procedures related to public education for students and related to the program to which assigned
- Assist in the supervision of students in the classroom and out of doors
- Encourage positive learning patterns and behavior
- Assist teachers and administrators in dealing with behavior issues
- Successfully operate one or more pieces of special medical equipment after receiving appropriate training as specified above in "Example of Duties"
- Safely and skillfully perform specialized health care services as directed or required
- Recognize and effectively respond to emergency and/or hazardous conditions
- Assist with maintaining, on district approved form(s), accurate daily written documentation of specific services performed
- Recognize the need to provide for personal privacy and dignity of the student
- Demonstrate competence in basic cardiopulmonary resuscitation
- Perform routine clerical work such as incidental typing, sorting, measuring, cutting, filing, and duplicating
- Communicate effectively, both orally and in writing
- Establish and maintain an effective working relationship with pupils and staff

- Establish positive communication with pupils, and motivate them to participate in learning activities, maintain patience and tact in working with children with special physical/emotional needs
- Learn to use classroom technology, audio/visual equipment and other instructional equipment

EXPERIENCE AND EDUCATION

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year paid experience providing related health care services.

AND

Education:

Graduation from high school, or equivalent. Completion of 30 college semester units in nursing or other appropriate health related field may substitute for six months of the required experience.

License or Certificates:

Must possess current cardiopulmonary resuscitation and first aid certificates from approved training programs. Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position.

ESSENTIAL JOB FUNCTIONS

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines;
- Able to conduct verbal conversation;
- Able to hear normal range verbal conversation (approximately 60 decibels);
- Able to sit, stand, stoop, kneel, bend and walk;
- Able to sit for sustained periods of time;
- Able to kneel or squat for extended periods of time;
- Able to climb slopes, stairs, steps, ramps and ladders;
- Able to lift up to **50** pounds;
- Able to carry up to **50** pounds;
- Able to push and pull objects weighing up to **100** pounds;
- Able to sustain physical activity **for a minimum of 3.75 hrs.**;
- Able to exhibit full range of motion for:
 - -shoulder external rotation and internal rotation;
 - -shoulder abduction and adduction;
 - -elbow flexion and extension;
 - -shoulder flexion and extension;
 - -back lateral flexion;
 - -hip flexion and extension;
 - -knee flexion;
- Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner;
- Able to work with cleaning solutions, disinfectants and sanitizers in a safe and effective manner without allergic reaction;
- Able to demonstrate manual dexterity necessary to assist students with buttoning clothing and eating, operate a computer, or assist staff with toileting/diapering procedures.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

Some assignments require constant attention to protecting physical safety in a classroom where students, because of the nature and severity of their disabilities are accident prone, or because of assaultive or self-abusive tendencies could cause serious injury to themselves or others.

Must be in general good health as job may require physical strength, stamina, agility, dexterity, good hearing, good central and peripheral vision. Some positions may require the ability to lift or move students who weigh up to 50 pounds. The incumbent may be required to use a multi person lift or learn the use of mechanical lifting equipment to lift or move students who may weigh in excess of 50 pounds or a student of any weight who may present other lifting problems. May assist in transporting pupil from home to school and return. Some positions in this classification may require the availability of private transportation. Positions in this classification may occasionally be assigned any duties normally assigned from the class specification for Instructional Assistant – (Special Education).

PHYSICAL DEMANDS

Vision: (which may be corrected)

Read normal print

Hearing: (which may be corrected)

Hear sounds which warn of potential danger

Hear speech in classroom setting

Speech:

Speak with a level of proficiency and volume to be face-to face public contract

Speak with a level of proficiency and volume to be understood in a classroom

Speak for prolonged periods

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate objects, manipulate fingers, twist and bend wrist and elbow, extend arms to reach upward, use hands and arms to lift

Turn, raise, and lower head, twist and bend at torso

ASSOCIATED TASKS

To perform tasks such as to:

Read curriculum and grade student work

To perform tasks such as to:

Supervise students and respond to emergencies; hear breaking glass or falling furniture; hear students cry or scream

Respond to student questions; listen to reading groups

To perform tasks such as to:

Communicate with teachers and understood in students

Reinforce instructions and talk to groups of students

Instruct and supervise students

To perform tasks such as to:

Assist students with back packs and small special equipment; provide physical hands at assistance to students, write with outward and pencil and pen; feed student; use hand objects to guide hand of student; carry student materials, tie shoes

Tie shoes, assist students with mobility, sit and kneel on floor to work with students, and respond to emergencies

Lower Body Mobility:

Walk on uneven terrain
Walk on even surfaces

Climb stairs

Bend at waist
Stoop

Stand for prolonged periods of 50 minutes

Strength:

To lift, and/or carry objects which weigh as much as 25 pounds on a regular basis
To lift and/or carry objects which weigh as much as 50 pounds on an occasional basis

Environmental Requirements:

Constant work interruptions

Work around dirt/dust
Work independently

Work cooperatively with others
Work inside

Mental Requirement:

Read, write, understand, interpret, and apply information at 12th grade proficiency level
Math skills at a 12th grade proficiency level
Copying

Coordinating
Judgment and process information quickly

Learn quickly and follow verbal procedures

Listen
Demonstrate
Give verbal instruction

To perform tasks such as to:

Supervise students on playground
Supervise students in the classroom setting; step up and over projects, boxes and other classroom clutter
Walk to classrooms; follow disaster plan (some positions)
Pick up materials; assist children at desks
Assist students to tie shoes; clean spills; assist student who has fallen to get up
Circulate throughout classroom

To perform tasks such as to:

Lift instructional materials; lift stack of books

Lift, carry, or restrain a child, if necessary

To perform tasks such as to:

Instruct and supervise students; respond to student questions
Supervise students outdoors
Instruct groups of students in absence of teacher; supervise students during recess
Coordinate activities with teachers and staff
Perform all classroom duties

To perform tasks such as to:

Read and understand curriculum; reinforce instruction in all subject areas
Reinforce instruction; correct and grade papers
Document information and maintain student records
Set up projects or field trips
Make quick decisions to work safely and effectively with students
Reinforce teacher instruction; assist teacher by following spontaneous instructions; follow instructions in emergency; follow child abuse reporting procedures
Understand student questions
Reinforce teacher lessons
Instruct and supervise students

The Sulphur Springs School District is an equal opportunity employer and does not discriminate on the basis of age, ethnicity, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation.

Approved: February 4, 2004