

LA MESA-SPRING VALLEY SCHOOL DISTRICT

CLASS TITLE: CLASSROOM HEALTH ASSISTANT

BASIC FUNCTION:

Under the direction of the Principal, performs specialized physical health care procedures for students with health needs in compliance with medical orders and under the training and direction of the Licensed Credentialed School Nurse; assists a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment; performs routine clerical and classroom support duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administers immediate first aid and CPR as necessary; assists students with daily living skills, medical and non-medical assistance including tube feeding, catheterizations and suctioning.

Administers prescribed medications according to physician instructions and established District procedures as directed; monitors student side effects and notifies appropriate personnel and agencies as required.

Assists in shaping appropriate student behavior through positive reinforcement and other strategies; redirects inappropriate student behavior according to established District policies, techniques and procedures.

Assists in the collection of data, monitoring and charting of student behavior.

Assists students with performing and developing proper social behavior, personal hygiene and daily self-help skills; assists students with eating activities, mobility assistance and use of adaptive equipment; toilet students, change diapers and soiled clothing as assigned by the position.

Assists students with personal hygiene and grooming; assist students with eating and oral feeding activities; assist students with toileting, diapering and changing those who have experienced toileting accidents that could involve lifting and or transferring students; assists students with performing and developing self-help, social and independent living skills as assigned.

Assists with arrangement and storage of classroom materials, furniture and accessories for appropriate learning environment.

Assists with reinforcing instruction to individual or small groups of students with special learning needs in a classroom or other learning environment; monitors and oversees student drills, practices and assignments in various subjects.

Assists with the implementation of lesson plans, Individual Education Plans (IEP); assists in the presentation and preparation of learning materials, lesson plans, and instructional exercises; assists students in reaching IEP academic, emotional, social, physical and behavioral goals and objectives.

Assures the health and safety of students by following established practices and procedures; cleans and disinfects tools and classroom areas; maintains learning environment in a safe, orderly and clean manner.

Communicates with supervising instructional staff and professional support personnel regarding student condition and care.

Escorts students to and from designated locations as directed; pushes students in wheelchairs.

Maintains and updates records with student information related to attendance, administered health procedures, medications, illnesses, emergencies, accidents and medical issues.

Observes and controls behavior of students in the classroom and variety of school environments according to approved procedures; monitors and interacts with students during outdoor, field trips, and other school activities as directed.

Operates a variety of office and classroom equipment including a copier, computer and assigned software; assists students in the operation of a variety of instructional aids, computer assisted instructional programs and other adaptive equipment, assistive devices or mobility related equipment.

Performs a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; maintains a variety of logs and files, including attendance, student records, charts and other related information.

Performs specialized physical health care procedures for students with health needs needs in compliance with medical orders and under the training and direction of the District Nurse.

Provides classroom support by setting up work areas, bulletin boards, and displays; distributes and collects paper, supplies and materials.

Provides routine first aid to ill or injured students according to established procedures as needed; responds to medical emergencies and prepare related paperwork as appropriate; refers students to the health office as needed.

Screens student complaints to report medical conditions; responds to students with seizures or other medical conditions needing monitoring, specialized response protocols or instructed interventions for their participation in the school day.

Tutors individual or small groups of students, reinforcing instruction as directed by the teacher; monitors and oversees student drills, practices and assignments in various subjects; assists students with math, reading, writing, letter recognition and word pronunciation; assists students in the operation of a variety of instructional technology.

Utilizes health care instruments and first aid supplies; transport students as needed.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic health care practices, terminology, procedures and equipment.

Health and safety regulations including personal hygiene practices.

Child guidance principles and practices related to children with special learning need.

Behavior shaping management strategies and reinforcement techniques utilized with students exhibiting atypical social behavior.

Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.

Basic instructional methods and techniques.

Clean and sterile health care treatment techniques.

Applicable laws, codes, regulations, policies and procedures.

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

Methods of collecting and organizing data and information.

Basic record-keeping preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

First aid and CPR procedures.

Basic math, including calculations using fractions, percentages and ratios.

ABILITY TO:

Perform a variety of activities in support of health services for students with disabilities special needs.

Screen students for various health and safety concerns.

Assist with instruction and related activities in a classroom or assigned learning environment.

Reinforce instruction to individual or small groups of special needs students as directed by a certificated teacher.

Perform a variety of clerical duties in support of classroom activities.

Understand and implement procedures regarding student health interventions.

Administer prescribed medications and specialized health care procedures under the training of a credentialed School Nurse.

Respond effectively and appropriately to emergency situations.

Learn and perform specialized physical health care procedures as directed.

Operate office equipment, a computer and assigned software.

Prepare and maintain student health records and file.

Lift and move students safely.

Utilize standard health instruments and first aid supplies.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Complete tasks in an environment with constant interruptions.

Establish and maintain cooperative and effective working relationships with others.

Perform arithmetic calculations quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and six months experience working with children in an educational or organized learning environment. Some experience working with individuals with special needs or medically fragile preferred.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's Job Related Proficiency Test.
Valid First Aid and CPR Certificate issued by an authorized agency.
Participation in District-directed training in specialized health care procedures and behavior intervention protocols.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/Classroom working environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and health instruments
Hearing and speaking to exchange information in person or on the telephone
Sitting or standing for extended periods of time
Lifting, carrying or repositioning students in wheelchairs or students needing assistance
Pushing wheelchairs to transport students
Bending at the waist, kneeling or crouching to assist students
Reaching overhead, above the shoulders and horizontally
Seeing to assess student illnesses and injuries

HAZARDS:

Potential contact with dissatisfied or abusive individuals.
Potential contact with blood and other body fluids.
Potential contact with blood-borne pathogens and communicable diseases.

FLSA Status

Non Exempt

Approval Date

3/01/08 (Health Aide), 9/28/17

Salary Range

Classified 25