

## INSTRUCTIONAL HEALTH CARE ASSISTANT

### Purpose Statement

Under the direction of an assigned administrator, assists in the supervision and instruction of severely special needs students; observes and documents student progress; implements plans for instruction; and assists students by providing for special health care needs. Incumbents may be assigned to a program, classroom, or to assist specific students.

### Essential Functions

- Assists the classroom teacher in the implementation of academic instruction for individuals or small groups (e.g. cooking, independent living skills, math, reading, spelling, music, etc.) for the purpose of meeting learning goals, as described by an IEP and/or district benchmarks.
- Assists the classroom teacher in adapting classroom activities, assignments and/or materials as directed for the purpose of providing an opportunity for all severely special needs students performing at different learning levels and/or with different functional limitations to participate in instructional programs.
- Assists in meeting the special needs of assigned students, including toileting, positioning and monitoring health conditions; provides assistance and self-help training in grooming, brushing teeth, toilet training and changing diapers.
- Administers daily living care, healthcare assistance (e.g. utilize gastroonomy suctioning equipment, excluding medication) perform CPR, for the purpose of providing appropriate care and/or developing children's daily living activities and behavioral skills.
- Assists students in completing classroom assignments, homework and projects; assure students understanding of classroom rules and procedures; assists in implementing behavior modification programs; restrain students as necessary; reports progress regarding student performance and behavior for the purpose of maintaining accurate records, and ensuring good information being passed to the students.
- Confers with teachers for the purpose of conveying and/or gathering information required to perform job functions.
- Maintains instructional materials and/or manual and electronic files and records (e.g. adapted instructional materials, checking papers, attendance, audio visual equipment, set up art/science projects, etc.) for the purpose of documenting activities.
- Monitors severely special needs student(s) (e.g. lunch, bus stops, classroom, field trips, public transportation, assemblies, kitchen, etc.) for the purpose of providing a safe and positive learning environment.
- Supervises individuals or small groups assigned to community-based vocational training or employment; trains and coaches students regarding the tasks associated with the training or employment assignment; provides ongoing guidance and technical assistance to students as indicated.
- Supervises individuals or small groups using public transportation or walking to vocational and/or community-based instruction. Assist with "travel training" students new to public transportation. Confers with teacher for the purpose of conveying and/or gathering information required to assist students' gaining independence in the community.
- Independently monitors students in a variety of environments (e.g., lunch or break areas, rest rooms, parking areas), at school and in the community, for the purpose of ensuring a safe and positive learning environment.
- Participates in a variety of meetings, program workshops, trainings, etc. for the purpose of conveying and/or gathering information required to perform job functions.

### Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; age appropriate activities; assist in meeting the special needs of assigned student, including feeding, lavatory use, positioning and monitoring health conditions; and operate standard office and classroom equipment including a computer and assigned software.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and implement action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some hazardous conditions.

### **Education/Experience**

Any combination equivalent to High School diploma or equivalent and one year of job related experience.

### **Required Testing**

Pre-employment Proficiency Test or 48 college credits.

### **Certificates & Licenses**

CPR Certificate; Valid CA Driver's License may be required.

### **Continuing Educ./Training**

CPR Certification

### **Clearances**

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

*"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410*

*Paraprofessional Job Description*

*Adopted by BOT 2/19/13*

*Revised 06/12/17*

*Salary Range: 46*