

INSTRUCTIONAL/HEALTH AIDE-SEVERELY HANDICAPPED

DEFINITION

Under general supervision of a teacher and/or school nurse, assists in a variety of caretaking and instructional duties in special education programs for severely and/or physically handicapped students; assists in meeting special needs which may include tutoring, toileting, positioning, and monitoring health conditions of students; relieves teachers of routine clerical duties; and performs other duties as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.
Possession of a valid Red Cross Standard First Aid certificate.
Possession of a valid Red Cross Cardiopulmonary Resuscitation certificate.

CLASS CHARACTERISTICS

Positions in this class assist the teacher and/or school nurse in meeting specified health needs of the student in the education, training, and supervision of severely handicapped and/or physically handicapped students. Incumbents perform a variety of duties both in and out of the classroom and play a major role in caring for the health and physical needs of the students. After training by the school nurse, incumbents must be capable of independently providing specialized physical health care procedures. Incumbent must utilize independent judgment in performing tasks and duties, which will vary according to the environment, and/or student needs; contact with students is continuous and often intense. Assignments may include working at more than one location and with multiple students requiring special health or physical care. Duties listed below are representative of this class but not all positions incorporate all tasks and duties will vary somewhat among positions.

EXAMPLES OF DUTIES

Assists in training designated students in the basic academic and physical skills necessary to care for their individual needs. *E*

Adjusts specialized wheelchairs, lifts, braces, walkers or other orthopedic devices and positions or repositions students in same and remove/replace orthopedic braces/equipment. *E*

Diapers students and assist them in maintaining personal hygiene, disposes of catheterization bags, and assists/trains students in use of bathroom facilities; assists students in changing clothing or putting on garments; launders soiled clothing as needed; sets up food trays and hand-feeds; tummy tube feeds as required. *E*

Instructs in selected subjects for remedial, supplemental or enrichment purposes. *E*

Operates and assists students in use of audio-visual equipment and listening centers. *E*

EXAMPLES OF DUTIES (cont.)

Listens to, tutors, drills, reinforces, and otherwise assists individual and/or group of students in reading, language, mathematics, and other subjects according to instructions and guidance from a teacher. *E*

Researches and prepares instructional, motivational, and other materials. *E*

Encourages and assists students in communication and appropriate social interaction. *E*

Instructs students in use of standard kitchen utensils and appliances. *E*

Instructs students in use of small power tools for shop and garden use. *E*

Observes progress and behavior of students and confers with teacher(s) and other staff members accordingly. *E*

Performs routine clerical tasks, maintaining grade, attendance, and other records as required. *E*

Assists in the loading and unloading of students from buses and in the transferring of students to and from classroom and events. *E*

Lifts students using a "Hoyer" or similar lifting equipment. *E*

Assists in the maintenance of classroom discipline. *E*

Corrects and scores assignments; records grades. *E*

Assists students in achieving coordination in physical education activities. *E*

Attends and participates in meetings and workshops as needed. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. General problems and needs relative to handicapped students;
2. Techniques of learning reinforcement and behavior modification;
3. First aid techniques and practices;
4. District policies and procedures;
5. English usage, spelling, grammar, and punctuation;
6. Basic math;
7. Simple record keeping;
8. General principles of supervision and training; and
9. Appropriate safety precautions and procedures.

Ability to:

1. Understand and appropriately respond to the needs of handicapped students and to possess a genuine liking for students;
2. Learn appropriate techniques for the physical management of the health needs of special education students;
3. Lift and carry students and equipment;
4. Learn pertinent health and CPR procedures;
5. Administer assistance to students requiring personal care in their feeding, hygiene, and lavatory needs;
6. React calmly under stress situations and emergencies;
7. Provide a good role model for students;
8. Learn pertinent procedures and functions quickly and apply them without immediate supervision;
9. Determine and retain privileged communications;
10. Operate a typewriter and computer;
11. Maintain records;
12. Supervise the work of others;
13. Understand and carry out oral and written instructions;
14. Establish and maintain effective relationships with those contacted in the course of work; and
15. Perform simple and repetitive tasks.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. College course work in health, education or instructional aide techniques is desirable.

EXPERIENCE

Previous experience working with handicapped and special needs students or experience in health-related field.

WORKING CONDITIONS

Environment:

Diversified special education classroom environment.

Physical Abilities:

Seeing to monitor students during classroom activities; hearing and speaking to exchange information and provide assistance to students; bending at the waist; walking and standing for extended periods of time; lifting and carrying students and equipment; dexterity of hands and fingers to operate specialized equipment or office equipment.

Revised: 8/91