

Oak Grove School District

JOB TITLE:     **ONE-ON-ONE INSTRUCTIONAL ASSISTANT/MEDICALLY FRAGILE  
STUDENT - SPECIAL EDUCATION**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist a certificated teacher in the instruction and supervision of **an** individual special education student by providing instructional support and child care activities and prescribed specialized one-to-one **health related** services. Employees in this classification receive direct to general supervision from a certificated teacher and **site principal** within a well-defined framework of policies and procedures. **Health-related functions are supervised by the credentialed school nurse. Employees in this position may require specialized training by the credentialed school nurse according to written specialized physical health care procedures and health protocols.** One-On-One instructional assistants may be assigned to work with more than one student during the day.

TYPICAL DUTIES

- Assists certificated teacher in the care and supervision of assigned student with specialized needs. Duties and activities may involve instruction, recreation, sports, arts and crafts, social integration, personal hygiene, grooming, etc.
  - Primary provider of medical procedures **and/or health related issues** for assigned student in school setting under **direct and indirect** supervision of district nurse
  - Performs associated duties necessary to ensure the health and safety of the assigned student
  - Escorts assigned students outside a classroom situation; ensuring student's safety, social integration, and security
  - Assists student with personal hygiene and grooming functions including toileting and diaper change, clean-up and changing clothing, washing, hair care, dental hygiene, etc., as necessary
  - Assists certificated teacher in teaching academic skills related to level of achievement, or as specified on IEP for assigned student
  - Assists assigned student in motor skill activities (gross/fine) such as balancing, throwing and catching, swimming, sensory perception, sports and games, etc.
  - Assists in supervising assigned student in a variety of situations to ensure safety of student and others
  - Assists teacher(s) in reviewing student's work, assessing progress, and administering tests
  - Provides input for the development of lesson plans and for the identification of student's specific needs
  - Assists in the preparation and maintenance of required paperwork for assigned student
  - Where appropriate and allowable, will assist certificated teacher in performing additional **duties while maintaining immediate visual and physical proximity with the assigned student at all times to ensure his/her safety**
- When required, the 1-1 Instructional Assistant will arrive at the student's designated transportation pick-up location 10 minutes prior to scheduled bus departure. The Instructional Assistant will accompany the student during transportation to and from**

**school in order to ensure student safety and to implement any prescribed health related procedures and protocols if indicated**

- **Provides health-related procedures and administration of medications assigned by credentialed district nurse. Examples include, but are not limited to, the following:**
  - **Gastrostomy Tube Care and Feeding**
  - **Oral Feeding**
  - **Tracheostomy Care and Suctioning**
  - **Clean intermittent Catheterization**
  - **Continuous Oxygen Administration**
  - **Oral/Nasal Suctioning**
  - **Blood Glucose Testing**
  
- **Assistants in this classification must show competency as follows:**
  - **Initial and continued competency with 100% accuracy the ability to perform the approved procedures and administration of medication and to maintain the equipment, supplies, records, and physical environment**
  - **Demonstrate appropriate use of Universal Precautions at all times**
  - **Demonstrate an understanding of the student's right to confidentiality and privacy**

#### MINIMUM QUALIFICATIONS

- Possess a high school diploma or equivalent
- Completion of two years (48 semester units) of study at an institution of higher education, OR possess an associate's degree (or higher) from a recognized college or university, OR must have passed an approved test that demonstrates the necessary knowledge and ability to assist in the instruction as well as knowledge of language arts and math. Applicant needs to meet only one (1) of the preceding requirements.
- Possess current CPR & First-Aid Certification
- Skill to successfully complete necessary medical, behavior management, and safety and welfare training
- Knowledge of proper English usage and grammar
- Knowledge of pertinent academic areas and learning situations
- Knowledge of general needs and behaviors of children
- Knowledge of children's recreation activities involving sports, games, arts and crafts
- Knowledge of specialized learning/vocational area
- Skill to learn physical requirements and/or specific needs of assigned special education students
- Skill to understand and carry out both oral and written instructions in an independent manner
- Skill to understand the needs of assigned child and to effectively relate to these needs in a learning and/or recreational situation

- Skill to learn the requirements of the child in the specific learning program(s) to which assigned
- Skill to learn physical requirements and/or specific needs of assigned special education students
- **Skill and ability to physically position and/or transfer/lift student as required**
- Skill to understand and carry out both oral and written instructions in an independent manner
- Skill to understand the needs of assigned child and to effectively relate to these needs in a learning and/or recreational situation
- Skill to learn the requirements of the child in the specific learning program(s) to which assigned
- May require knowledge of specialized skill(s) such as Braille and sign language, or second language fluency
- Skill to analyze situations accurately and adopt an effective course of action
- Skill to effectively supervise students in a variety of situations
- Skill to maintain calm and patience in stressful situations
- Ability to meet the physical requirements necessary to safely and effectively perform the required duties
- Skill to establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties
- **When required, skill to communicate in another language other than English**