

SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE: Health/Instructional Assistant

CLASS CODE: 957

CHARACTERISTICS:

Under general supervision, performs specialized health care procedures as needed for designated students in the classroom and other school areas; assists a teacher or other certificated employee in providing curriculum instruction to students (children/adults); performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The duties of this classification include classroom instruction and health care. When not attending to the specialized health care needs of assigned student/ students, the incumbent assists the certificated employee in providing curriculum instruction. This classification requires a Licensed Vocational Nurse's (LVN) certification and incumbents are expected to provide first aid and life saving techniques to students without direct nursing supervision.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class.)

Provides the following specialized health care procedures as the needs of students dictate and as approved by the State Department of Education and Health Services; catheterization and instruction of self-catheterization, tracheostomy care, suctioning, tube feeding, oxygen therapy, ostomy care, and dispenses medication; provides first aid, cardiopulmonary resuscitation and other physical health care procedures including, but not limited to: elimination care, seizures, cardiac problems, menstrual cycle needs and safe handling of students with chronic infectious diseases; moves students to/from the floor, changing tables and wheelchairs; assists in lifting students from wheelchairs and/or adaptive equipment; places and positions/repositions students in therapeutic equipment; pushes wheelchairs and assists with walkers; assists students with clothing, possessions or personal care such as feeding, washing and toileting and changing diapers; sanitizes and cleans portable toilets and supplies; completes accident and follow up reports; dispenses prescribed medication and records medication and treatment given; may provide medical supervision to students being transported on school buses; provides instruction to individual or small groups of students in a variety of subject areas such as math, reading, spelling, language arts, social studies, or art; uses a variety of study aids and techniques to reinforce skills/learning or present new academic concepts; assists individual students with daily assignments, remedial, or make up work; under supervision, monitors or administers a variety of tests and quizzes; corrects tests, work sheets, homework or daily assignments; posts grades, behavior, test scores or student progress to record books, charts, or student folders; designs and prepares bulletin boards, displays of student work, charts, forms or other teaching aids; participates in classroom discipline or behavior management programs; prepares a variety of instructional materials; assists with or operates a variety of audiovisual equipment such as projectors, tape recorders, or other learning machines; organizes work areas and assembles learning materials, study aids, supplies, or assignment folders; may order supplies, forms,

instructional and audiovisual materials; may participate in field trips; may supervise students in cafeteria, playground or bus loading.

QUALIFICATIONS:

Education and Experience:

Any combination of training, education and experience which demonstrates ability to perform the duties as described; experience working with students or groups of children or work experience in a medically related field.

Knowledge and Abilities:

Ability to recognize the first aid and health needs of students and make decisions as to appropriate solutions;

Ability to respond appropriately in emergency situations;

Ability to read and comprehend medical terms;

Ability to remain calm in stressful situations;

Ability to understand, manage and relate to students who have behavioral problems, learning and physical disabilities;

Competency in basic academic skills such as math, spelling, grammar;

Skill in oral and written communication;

Ability to adapt to individual needs of teachers and students and work with interruptions;

Ability to work harmoniously with students, staff, and parents and guardians;

Physical Characteristics:

With or without the use of aids; ability to lift up to 50 pounds; sufficient strength to lift non-ambulatory students, lift and move adaptive equipment, and physically restrain and control a student up to 150 pounds with assistance; sufficient body movement and mobility to demonstrate gross motor activities, climb in and out of cars, vans and buses, to walk and run with students, climb well enough to go up and down stair, to maneuver students into and out of vehicles; sufficient vision to read printed material; sufficient hearing to hear normal and telephone conversations; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation; manual dexterity to write and use telephone and other business/office machines;

Other Characteristics:

Willingness and ability to be trained and receive updated training in the use of special physical health care procedures and behavioral intervention techniques for the developmentally delayed (as identified by the State Department of Education).

Licenses & Certificates:

Possession of a valid licensed vocational nurses (LVN) certification, a valid standard first aid card and a cardiopulmonary resuscitation certificate.

Board Approved: 10/23/90