
Job Description

JOB TITLE:	Health Care Aide
DEPARTMENT:	Special Education
REPORTS TO:	Assigned Special Education Supervisor
WORK LOCATION:	As assigned by Supervisor within Ionia County ISD
WORK SCHEDULE:	School year calendar that varies slightly by district and possibility of ESY; Hours vary by assignment
SALARY SCHEDULE:	Salary and benefits in accordance with Master Agreement for support staff

REPLACEMENT QUALIFICATIONS:

- A. High school diploma or equivalent required, Registered Behavior Technician certification preferred, Bachelor's degree in related field preferred;
- B. Motivation to work with students with disabilities;
- C. Interpersonal skills which promote positive personal relationships with students, parents, staff, and community.
- D. Physical ability to safely lift students as needed: 50 pounds, or up to 100 pounds with assistance and/or with proper equipment.
- E. Ability to bend and twist at the waist, kneel for extended periods of time, stand for extended periods of time, push and pull heavy objects such as wheelchairs, and run a minimum distance of 20 feet.
- F. Ability to learn disability related information presented by supervisors and to follow the direction(s) of the student's support team.
- G. Ability to communicate with all stakeholders in written and oral form.
- H. Ability to take direction and feedback from certified staff to implement student plans.
- I. Willingness to be placed throughout the county and possibly moved between buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrate regular and consistent attendance, punctuality, and dependability; self-disciplined and a self-starter.
- At the direction of the classroom teacher or itinerant professional staff member, provide individual and/or group instruction to student(s).

- Implement teacher or professional staff planned activities in a manner that assures optimum learning experiences as well as physical and emotional well-being of the student(s).
- Assist the teacher/professional staff in preparing instructional materials, and/or assistive technology equipment, operating A.V. equipment, and assessing student performance.
- Complete various clerical duties in an efficient and appropriate manner including, but not limited to: typing, maintaining files, completing database work, copying materials, maintaining and organizing resources, and assisting in preparing state required reports.
- Demonstrate competency in behavioral management and maintain control of students assigned to his/her care as outlined in the student's individual plan.
- Demonstrate ability to consistently implement a behavior plan developed by the student's team.
- Provide supervision and assistance to students as appropriate and necessary at mealtime, recess, in the restroom, and on field trips if approved by supervisor.
- Ability and willingness to feed, toilet, and provide for the health needs of students who are motoric and/or require assistance in the bathroom setting.
- Ability to monitor student behavior during classroom activities.
- Assume initiative in providing input to professional staff relative to students' performance and general program ideas.
- Communicate relevant work-related information to other staff.
- Understand and follow appropriate channels of communication; avoid work-related gossip.
- Carry out individual training responsibilities as assigned by the teacher/ professional or building principal.
- Conduct self in an appropriate manner and maintain a positive image during the work day and at all work-related activities.
- Abide by all district and departmental policies and procedures.
- Attend planning and staffing meetings as requested by supervisors and/or professional staff.
- Attend staff development meetings as directed by supervisor and assume responsibility for learning new skills and implementing new techniques and strategies.
- Maintain professional relationships with students and their families with respect to FERPA and confidentiality with school information.
- Direct parent questions regarding programming, plans and services to the case manager or other appropriate certified staff.
- Maintain confidentiality rights of both the student and the student's family.
- Be flexible, when directed by supervisor and/or designee, to work with other students served by the ASD department that are unrelated to current assignment.
- All other related duties as assigned by the supervisor or the appropriate professional
- Be able to communicate effectively in oral and written form including email.
- Check ISD email account on a regular basis per the ISD Employee Handbook.

Other knowledge, skills and abilities:

- Strong interpersonal and communication skills

- Ability to interpret, comprehend, and follow oral and written instructions in order to perform duties described above.
- Strong organizational skills and the ability to work independently
- High level of discretion and integrity

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

LANGUAGE SKILLS:

Ability to effectively present information and respond to questions from groups of administrators, staff, student, parents, and the general public. Communicate clearly and concisely both orally and in writing.

MATHEMATICAL SKILLS:

Basic math skills are required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to perform the following:

- Ability to bend and twist at the waist
- Ability to kneel for extended periods of time
- Ability to perform or assist with physically restraining a student when necessary
- Ability to stand for extended periods of time
- Ability to push and pull heavy objects such as wheelchairs
- Ability to run a minimum distance of 20 feet; may be required to walk up to a mile
- Physical ability to safely lift students as needed: 50 pounds, or up to 100 pounds with assistance and/or with proper equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies.

TRAVEL:

The employee may be expected to travel within the Intermediate School District to various districts depending on their assignment, travel to the Administrative Building of the ISD, attend professional development conferences/trainings, and to other events as necessary.

EVALUATION:

Performance will be evaluated by the immediate supervisor in accordance with provisions established by administration/contract.

Approved By _____ Date _____
Supervisor

Received and Agreed by: _____ Date _____
Employee

Revised June 2018