

**SCHOOL BOARD OF BRADFORD COUNTY**  
**GENERAL or BEHAVIORAL HEALTH ASSISTANT**  
**JOB DESCRIPTION**

**Position Grade: Support Salary Schedule**

**Position Goal:**

Assists in the classroom education and daily living instruction of exceptional education students. Assists in academic, physical, and/or safety instruction by working with students individually or in a group setting as directed by the teacher. Assists the teacher by providing support to encourage special needs students to take full advantage of the instructional program. to take full advantage of the instructional program.

**Report To/ Evaluated By: Principal/Supervisor**

**Required Qualifications:**

1. High school diploma or equivalent and ONE of the following:
  - a. Associate's degree from an accredited institution OR
  - b. Sixty credits minimum from an accredited institution OR
  - c. Passing score on the Paraprofessional Examination
  
2. General Health Assistants must complete the following training within the first month of employment. All training is provided by the District.
  - a. Certified in CPR
  - b. Certified in First Aid
  - c. Medication Administration as required by Federal Medicaid regulations.
  - d. NOTE: must be able to lift 35 lbs.
  
3. Behavior Health Assistants must complete the following training within the first month of employment. All training is provided by the District.
  - a. Certified in CPR
  - b. Certified in First Aid
  - c. Medication Administration as required by Federal Medicaid regulations.
  - d. District Designated crisis management and de-escalation training
  - e. NOTE: must be able to lift 35 lbs.

**Knowledge, Skills, and Abilities:**

Ability to relate to and work with children of varying abilities in a positive, caring and safe manner. Demonstrate oral and written communication skills. Basic knowledge of technology. Planning and organizational skills. Ability to work cooperatively and collaboratively with colleagues. General knowledge of basic skills (reading, language arts, and math).

**Essential Job Functions: Responsibilities and duties of this position include:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

1. Assists in academic, physical, and/or safety instruction by working with students individually or in a group setting as directed by the teacher.
2. Observes students as they complete work assignments in order to identify areas in need of development.
3. Accompanies students to the restroom, cafeteria, clinic, and around campus to assist them as needed in the proper skills and etiquette needed for a particular situation.
4. Assists students with restroom use, may include other health-related duties or transfers, catheterization, and/or diaper changing, following appropriate training.
5. Assist students with feeding which may include pureeing food, spoon feeding, and tube feeding.
6. Uses universal precautions to assist in maintaining a safe, healthy learning environment.
7. Protects the health and safety of individuals with exceptionalities.
8. Interprets communication to and from students with speech and/or hearing impairments as needed.
9. Monitors student arrival, departure, and/or transport to and from school including preparing them to go home, and assisting them onto and off of the proper bus to ensure their safety.
10. Monitors students during recess and resource classes (physical education, music, art, media, technology, etc.) in order to ensure student safety.
11. Records, types and files pertinent information concerning students for the teachers', administrators' and parents' review.
12. Prepares materials and supplies for daily lessons, unit work and art projects, including developing games or instructional material, creating samples and copying material.
13. Adapts physical environment to provide optimal learning opportunities as determined by the teacher.
14. Uses strategies as determined by the instructional team in a variety of settings to assist in the development of social skills.
15. Implements legal and ethical practices in behavioral interventions as determined by the IEP team for each student.
16. Supports individuals with exceptionalities in their use of augmentative and alternative communication skills and other assistive technology as determined by the instructional team.
17. Utilizes current technology, as appropriate, to perform job functions and participates in training programs offered to increase technology skill level, job

proficiency, current trends, and best practices relevant to the area of responsibility.

- 18. Cleans and organizes the classroom in order to prepare for the next activity and/or day's events and to ensure a safe environment.
- 19. Organizes processes and distributes student work and notices to be sent home.
- 20. Assist with school-based and state assessments. .
- 21. May transport students in district-owned vehicles to participate in community-based instructional programs.
- 22. Performs other duties of a similar nature or level.

<b>PHYSICAL EFFORT</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
Lifting/carrying objects under 20 pounds			<b>X</b>	
Lifting/carrying object between 21-50 pounds			<b>X</b>	
Standing for sustained period of time	<b>X</b>			
Stooping/bending		<b>X</b>		
Walking for sustained periods of time		<b>X</b>		
Climb steps, stools or ladders			<b>X</b>	
Kneeling/crouching		<b>X</b>		
Twisting			<b>X</b>	
Pushing/pulling carts or other such objects			<b>X</b>	
Reach above shoulders		<b>X</b>		
Repetitive motions of the wrists, hands and fingers		<b>X</b>		
Operation of power tools, mechanical equipment				<b>X</b>

<b>WORKING CONDITIONS</b>	<b>REGULARLY</b>	<b>FREQUENTLY</b>	<b>OCCASIONALLY</b>	<b>NEVER</b>
Working in a normal office/school environment with few physical discomforts.	<b>X</b>			
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations and other conditions.				<b>X</b>

Working with equipment or performing procedures where carelessness could result in injury			<b>X</b>	
Work Conditions that may have a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals.				<b>X</b>

**TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board’s approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement: 04      FLSA: Non-exempt

JOB CODE: 52055

Board Approved: 09/11/2023