MERCED CITY SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT - O. H. ATTENDANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in providing physical and personal needs of orthopedically handicapped students; assist in the preparation and reinforcement of instructional programs; assist students with physical movement exercises.

REPRESENTATIVE DUTIES:

Under the direction of an assigned supervisor, assist a certificated teacher in providing physical and personal needs of orthopedically handicapped students; assist the teacher with planning, preparation, implementation and other activities. ***E***

Assist students with clothing, diapering, toilet training and other personal hygiene needs. ***E***

Assist in the preparation and reinforcement of instructional programs; perform a variety of clerical support duties, such as routine record-keeping, filing, photocopying, attendance and lunch counts as directed. ***E***

Assist students with a variety of classroom instructional activities; provide support to student progress. ***E***

Assist students with a variety of health care procedures according to established rules, regulations-policies, including catheterization, colostomy care, abdominal tube feedings, tracheotomy care and others as directed; assure compliance with health and safety codes. ***E***

Assist with a variety of physical therapy exercises and activities; apply braces, body jackets and other apparatus to limbs according to prescribed procedures. ***E***

Position and assist students with therapeutic medical equipment, such as lifts, posture chairs, standers, walkers, wheelchairs and others. ***E***

Transfer and lift students in and out of wheelchairs; escort students to and from buses, cafeteria, classrooms and other locations as assigned.
May also work with other students requiring instructional assistant services as the assignment and supervisor will allow.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Instructional Assistant: O.H. Attendant works under the direct supervision of the principal and general supervision of the teacher. Exercises no supervision.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:
General understanding of the disabilities of physically handicapped children.
Child growth and development.
Basic methods and techniques used in the care and handling of physically handicapped children.
Basic clerical skills and record-keeping techniques.

ABILITY TO:
Work efficiently and effectively with physically handicapped children.
Assist the teacher in the instruction of the student in the areas of basic skills.
Work cooperatively with others.
Learn strategies designed to maximize orthopedically handicapped and regular integration.
Learn techniques of learning reinforcement and behavior modification for children.
Understand and follow a work therapy schedule.
Understand and follow written and oral instructions.
Read, write and follow written and oral instructions.
Learn Cardio-pulmonary techniques and practices and standard First-aid procedures.
Work independently with individual or small groups of children.
Learn techniques to provide health care procedures.
Learn to operate standard office and adaptive equipment, including computers.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and one year's work experience as an Instructional Aide.

LICENSES AND OTHER REQUIREMENTS:
Valid CPR and First Aid Certificates.

WORKING CONDITIONS:

ENVIRONMENT:
Classroom environment; exposure to emergency medical situations.

PHYSICAL ABILITIES:
Lifting heavy children, dexterity of hands and fingers to operate specialized equipment;

sitting or standing for extended periods of time; bending at the waist to assist children; kneeling or crouching; seeing to monitor students activities; carrying, pushing or pulling wheelchairs.

HAZARDS:

Contact with blood and other body fluids; communicable diseases.

Legal Reference: California Education Code, Sections 45103, 45109
Policy Adopted: January 12, 1976
Policy Revised: January 2, 1979
Policy Revised: March 3, 1981
Policy Revised: April 4, 1995