

DELANO JOINT UNION HIGH SCHOOL DISTRICT

SPECIAL EDUCATION INSTRUCTIONAL/ SPECIALIZED PHYSICAL HEALTH CARE AIDE

JOB SUMMARY:

Under general supervision of the site administration, in conjunction with the District Nurse and classroom teachers, supports instructional personnel in performing a variety of follow-up instructional activities: assists in training and learning activities with children experiencing special learning needs; performs a variety of routine clerical and supportive activities for instructional personnel; provides for and performs specialized health care procedures as needed and does other related work as required.

MINIMUM QUALIFICATIONS:

Knowledge of: Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs; behavior management strategies and techniques related to pupils experiencing a typical control problem; appropriate English usage, punctuation, spelling, and grammar; basic arithmetic concepts; routine record storage, retrieval, and management procedures.

Ability to: Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, particularly those exhibiting needs of a specialized nature; appropriately manage student behavior and guide students toward more acceptable social behaviors; appropriately administer basic first aid; communicate with hearing impaired; learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment; understand and carry out oral and written directions; establish and maintain cooperative working relationships with children and adults.

Education and Experience: Training or course work in child growth and development, special education, special education instruction, technology, or a closely related field is preferred. Possession of a valid a certificate for first aid and CPR issued by the American Red Cross or equivalent is required. Demonstrated skills in catheterization, suctioning, tube feeding, first aid, and CPR, following initial and ongoing training provided by District or site nurse, is required.

ESSENTIAL FUNCTIONS OF THE POSITION:

- A. Assists instructional personnel with the presentation of learning materials and conducts instructional exercises.
- B. Tutors individual students and small groups of students with special learning needs to reinforce and follow up learning behavior plans, and training activities.
- C. Monitors and assists students with special learning needs in drill, practice, and study activities as a follow up to the presentation of instructional lessons by instructional personnel.
- D. Directs students into safe learning activities and functions, and assists in shaping of appropriate social behaviors.
- E. Assists in the management of student behavior through the implementation of behavior plans and the use of positive reinforcement strategies and techniques.
- F. Assists in the preparation of a variety of instructional materials and learning aids.
- G. Assists in maintaining a variety of records and files, including confidential student records and information.
- H. Operates equipment and/or assists students in the operation of a variety of instructional media.
- I. Monitors and assists in the remediation of specific learning problems.
- J. Assists students with activities to develop small muscle and eye-hand coordination.
- K. Assists students with toileting and personal hygiene.
- L. Helps students perform sequenced tasks and assists with a variety of arts and crafts projects.
- M. May perform routine first aid and CPR.
- N. Requests appropriate assistance for serious pupil injury or illness.
- O. Assists in maintaining an orderly, attractive and positive learning environment.

- P. Participates in parent conferences.
- Q. Performs specialized physical health care procedures supervised by the school nurse within the authorization of the California Education Code (EC 49423.5) and the California Code of Regulations Title V (3051.12), such as:
 - a. catheterization
 - b. suctioning
 - c. tube feeding
- R. Translates directions and explanations into Spanish or Tagalog for students, if bilingual.
- S. Assists with maintaining student grade book, roll sheets and records, assists with student testing programs.
- T. Assists students with special physical needs such as pushing a wheelchair, walking, etc.
- U. Assists in the development of communication skills, using manual communication with children who experience language and hearing disorders.
- V. Plans, provides and supervises development exercises; works with school age parents to assist them in learning child care skills; helps maintain an appropriate child care environment by keeping facilities clean and attractive.
- W. Assists in planning, providing, and supervising developmental exercises; works with school age parents to assist them in learning child care skills; helps maintain an appropriate child care environment by keeping facilities clean and attractive.
- X. Performs other related duties as assigned.

ESSENTIAL PHYSICAL FUNCTIONS OF THIS POSITION:

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|---------------|-----------------|------------------|---------------|
| 1. Seldom | = Less than 25% | 3. Often | = 51-75% |
| 2. Occasional | = 25-50% | 4. Very Frequent | = 76% & above |
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- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
 - 2 b. Ability to stand for extended periods of time.
 - 3 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.

- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, stoop, kneel, run and crawl.
- 4 g. Ability to lift 50 lbs.
- 2 h. Ability to carry 25 lbs.
- 4 i. Ability to operate office equipment.
- 4 j. Ability to reach all directions.
- 2 k. Ability to carry 25 lbs.
- 4 l. Ability to operate office equipment.
- 4 m. Ability to reach all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION:

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

APPROVED: MAY 7, 2009

PB/CDEA

RANGE: 7

(Other ranges based on units earned)