CLASS TITLE: **HEALTH ASSISTANT/LICENSED VOCATIONAL NURSE**

DEFINITION: Under general supervision by district nurses and direct supervision by a student services administrator, the Health Assistant provides health services to individual students with specialized physical health care needs under the guidelines provided by the student's doctor or the school nurse and provides specialized instructional support services in various pre K-12 and adult emotionally disturbed, autistic, behavioral, bilingual, full inclusion or assistive technology special education settings; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Communicate regularly with other members of the instructional team regarding daily performance of the students
- Set up and maintain student health and emergency medical records
- Provide the following medical procedures under the supervision of a district nurse, including, but not limited to catheterization, NG tube feeding, changing tracheotomy tubes and ties, machine suctioning, colostomy/ileostomy, gastrostomy feeding, mechanical ventilation, nasal cannula, oxygen supplementation, syringe suctioning
- Dispense medication; record medication and treatment given as prescribed by the physician
- Perform a variety of recordkeeping activities charting student progress
- Assist students in instructional activities
- Assist the student with dressing
- Attend to the student's physical needs as directed by the teacher, nurse or administrator
- May ride the school bus to and from school
- Under supervision works with students in a group or on an individual basis assisting with specific instructional tasks and accommodating the special needs of individual students
- Assist students with special needs in learning or using specialized equipment or instructional media
- Assist students with special needs in learning or using specialized tests
- Assist students with special needs in the development and maintenance of appropriate social behaviors through the use of a variety of positive reinforcement techniques, activities and/or materials
- Escort assigned students with special needs to and from buses and in the transferring of students to and from classrooms and events
- Encourage and assist students with special needs in communicating and engaging in social activities such as field trips and extra curricular activities
- Supervises students with special needs in snack and lunch activities and outdoor/campus activities
- Assist students with special needs in learning gross motor skills and teaching independent mobility

- Support students of diverse levels and types of disabilities, gender, ethnic and cultural backgrounds
- Maintain and prepare records and performs clerical duties related to special education programs
- May lift and move students with special needs
- Assist in teaching students self-feeding skills and grooming skills
- Assist in the toileting of students frequently involving lifting and cleaning of students, diapering, and the care of devices such as feeding tubes, catheters, urinal and colostomy bags; supervises teenage students in the use of sanitary supplies
- May assist with community based instruction
- May be required to travel from location to location

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to: high school diploma and one year's experience working with students or the completion of one year of college-level coursework in a field related to the particular assignment; successful completion of the Instructional Assistant Proficiency Examination and/or hold appropriate certification for the position; willingness to complete two training courses or in-services within the first six months of being hired; Licensed Vocational Nurse; valid CPR and First Aid Certificate and ability to maintain certification.

Knowledge of:

- Cardiopulmonary Resuscitation (CPR); First Aid and emergency medical resources available in the community
- Basic medical terminology
- Correct English usage, spelling, grammar, punctuation and arithmetic skills
- Students with exceptional needs
- Basic medication administration and evaluation of medication effects and universal precautions
- Attend to students' physical needs which may include, but are not limited to, gastronomy feeding tubes/buttons; catheterization; urinal, colostomy and ileostomy bags; diabetes testing; supervise diabetes management; change wound dressings; tracheotomy suctioning and care; nasal and oral suctioning; as trained by district nurse on basic medical procedures
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students

Skill in:

- To meet training objectives
- Supervise students
- Respond effectively to emergencies
- Maintain student's rights to confidentiality and privacy

Ability to:

- Maintain accurate records
- Speak and write effectively
- Understand and follow oral and written instructions
- Work cooperatively with students, teachers, nurses and others
- Tutor individual in small groups or individually
- Work under supervision
- Demonstrate sufficient body movement and mobility, gross motor activities, climb in and out of cars, vans and buses and to maneuver students into and out of vehicles
- Lift non-ambulatory students and lift and move adaptive equipment with or without the use of aids

Licenses:

- A valid California Driver's License is required.

Certificates and Other Requirements:

- Current certification in cardiopulmonary resuscitation (CPR) and First Aid; Licensed Vocational Nurse
- Meet requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen). Certification in First Aid and CPR required every 2 years.

Environment:

School-based settings or other District designated environment working with students in a diversified classroom environment.

Physical Abilities:

Sufficient vision to monitor students during activities and to read instructional materials; hearing and speaking to exchange information and provide assistance to students and staff; frequently walking, reaching, holding with arms, bending at the waist, crouching and/or squatting to assist students; dexterity of hands and fingers to assist students and to operate specialized equipment or office equipment; pushing wheelchairs; lifting and/or manipulating objects or persons, and/or use of motion up to 35 lbs. or equivalent with or without assistance by another individual and/or with or without the assistance of devices designed to support the lifting effort.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.