

SAN YSIDRO SCHOOL DISTRICT

TITLE: Instructional Health Care Assistant

DEPARTMENT: As Assigned

FLSA: Non-Exempt

UPDATED: December 2023

REPORTS TO: Site Principal

CLASSIFICATION: Classified (10 month)

SALARY: Classified Schedule (Steps 11-15)

Board Approved: March 2024

BASIC FUNCTION: To assist in special education programs for the severely handicapped, and/or to work with students who have specific physical needs, by performing activities including behavioral management, feeding, lavatory care, and assistance on the bus to and from school and school-sponsored activities

Receives general supervision from a designated site administrator(s). Technical and functional supervision is provided by a special education teacher(s) and/or school nurse, or special education program coordinator.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Assist in training designated students in the basic academic and physical skills necessary to care for their individual needs.
- Lift, move, and/or diaper students to assist them in maintaining personal hygiene: dispose of catheterization bags: assist and train students in use of bathroom facilities.
- Adjust special equipment such as wheelchairs, lifts, braces, and walkers: position or reposition students in same.
- Set up meals trays: assist students with eating.
- Assist students in changing clothing or putting on garments: launder soiled clothing as needed.
- Assist in carrying out behavior modification programs prescribed by the classroom teachers including charting, time out supervision and self-defense.
- Assist teachers in training and instructing students in basic academic and social skills.
- Accompany students to their classrooms: assist in supervising students during playground activities, bus loading and unloading, outings, and other school related activities.
- Accompany students on the bus to assist in the supervision, loading, and unloading of students.
- Assist on operating audio-visual equipment, computers, copying machines and other equipment related to the instructional program.
- Assist in preparing special material and equipment for classroom use.
- Assist in maintaining student achievement records and other related records;

- Record daily attendance.
- Attend and participate, if required, in faculty/staff meetings.
- May participate, if required, in parent and student conferences.
- Assist in maintaining a neat, orderly and safe learning environment.
- Assist the nurse in providing post-seizure care, or provide care as needed.
- Assist the nurse in the administration of prescribed oral medications, as directed.
- Under immediate supervision, assist or train students with prescribed routine physical therapy and mobility programs.
- Perform substitute duties for absent IHCAs as needed by site.
- Perform other duties related to this position.

KNOWLEDGE OF:

- Basic arithmetic principles.
- English usage, spelling, grammar, and punctuation.
- Routine record keeping principles and practices.

ABILITIES:

- Learn the general purposes and goals of public and special education.
- Learn appropriate techniques for the physical management of special education students.
- Learn behavior modification techniques.
- Read, write and understand the English language.
- Make simple arithmetical calculations.
- Maintain routine records.
- Recognize limitations of special education students and encourage their participation in educational and occupation programs and activities.
- Assist the teacher(s) in the supervision of special education students.
- Administer assistance to students requiring personal care in their hygiene and lavatory needs.
- Perform moderate to heavy lifting, as required, in the care of students.
- Learn and utilize standard teaching aids applicable to the instructional program.
- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative-working relationships with those contracted in the course of work.

MINIMUM QUALIFICATIONS:
EDUCATION AND EXPERIENCE

- Successful completion of a proficiency test administered by the San Ysidro School District in basic reading, writing and mathematics skills training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
 - One year of instructional assistant experience. Some experience working with the severely and profoundly handicapped is desirable.
 - Equivalent to the completion of the twelfth grade. Additional specialized training in child development, special education or a related field and health-related training is desirable.
- Possession of, or ability to obtain, an appropriate, valid California driver's license (if required). Some positions in the classification may not be required to drive a vehicle in the performance of duties.
- Possession of, or ability to obtain, a valid Food Handler's Certificate issued by the San Diego County Department of Health Services.
- Possession of a valid C.P.R. certificate.

WORKING CONDITIONS:

Indoor or outdoor classroom environment; riding on a school bus; exposure to bodily fluids, and cleaning agents and fumes.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting; or standing for extended periods of time; dexterity of hands and fingers to operate specialized equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies; lifting pupils (maximum of 50 lbs.) in and out of restricted spaces.