

BURBANK UNIFIED SCHOOL DISTRICT

**CLASS TITLE: HEALTH CARE/INSTRUCTIONAL ASSISTANT
FOR THE SEVERELY IMPAIRED**

BASIC FUNCTION:

Under the direction of an assigned supervisor assist a certificated teacher and/or specialist in providing specialized health care to individuals with a variety of severe mental, emotional and physical handicaps and instruction to individuals or small groups of students; monitor and report student progress regarding behavior and performance; administer health care and record related information; perform a variety of clerical duties as assigned. Health care services shall supersede instructional responsibilities.

REPRESENTATIVE DUTIES:

Under the direction of the School Nurse, perform specialized physical health care services such as, but not limited to, suctioning, gastrostomy tube feeding, catheterization, oxygen administration and care of related equipment, and administering medication as directed.

Provide basic emergency care as needed, including, but not limited to, first aid, cardio pulmonary resuscitation or other life sustaining efforts until medical assistance arrives.

Complete written accident or incident reports as needed.

Observe and control behavior of students according to approved behavior management and crisis intervention techniques and strategies; report progress regarding student performance and behavior.

Tutor individuals or small groups of students, reinforcing instruction as directed by the teachers.

Prepare lessons as directed by the teacher; may administer and score a variety of tests.

Assist the instructional staff in supervising students inside and outside the classroom as assigned.

Perform a variety of clerical duties such as preparing instructional materials, scoring papers, recording grades maintaining records and files and typing and duplicating materials and order supplies as needed.

Provide support to teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.

Confer with teachers, school nurses and supervisors concerning programs, health care services and materials to meet student needs.

Assist students by providing proper examples, emotional support and general guidance in the school setting.

Assist certificated personnel to protect the health and safety of students by following health and safety practices and procedures.

Direct group activities of students as assigned.

Clean and maintain specialized equipment and utensils as appropriate to assignment.

Participate in meetings and in-service training programs as assigned.

May assist students with washing, eating, toilet and other personal care needs.

May assist students with necessary physical aid appliances.

May accompany or assist students to and from school bus or other transportation and in moving to and from activities on school site.

May assist with lifting students in and out of wheelchairs.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Child guidance principles and practices, especially as they relate to students with various mental, emotional and physical handicaps.

Basic subjects taught in the district schools, including math, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

First aid and CPR procedures.

Specialized health care procedures.

Health and safety regulations pertaining to position.

Correct English usage, grammar, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

Behavior management techniques and strategies.

Ability to:

Assist with instructional and related activities.

Demonstrate an understanding, patient and receptive attitude children with special needs.

Perform clerical duties such as filing, duplicating and maintaining simple records.

Learn the procedures, functions and limitations of assigned duties.

Make math calculations quickly and accurately.

Understand and follow oral and written directions.

Communicate effectively orally and in writing with children and adults.

Learn and follow rules, regulations, policies and procedures.

Work cooperatively and effectively with others.

Work confidentially with discretion.

Supervise and discipline students according to approved policies and procedures.

Operate and variety of instructional and office equipment.

Enlist the support, interest and participation of students.

Work independently with little direction.

Provide instruction and discipline to students according to approved District policy and procedures.

Lift and move handicapped students.

Assist handicapped students with personal and health care needs and activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience working with school age children in an organized setting. Paid or unpaid experience working with handicapped individuals is desirable.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the State-mandated proficiency examination. Possession of valid First Aid and CPR Certificates will be required prior to employment.

WORKING CONDITIONS:

School environment; subject to bending, lifting and restraining children as needed to prevent them from harming themselves or others and working with children with various mental, emotional and physical handicaps; subject to exposure to communicable diseases.

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