

Bargaining Unit / Group: CSEA 868
Salary Range: 120
Approved: January 1, 2016
Revised:

CAMPBELL UNION SCHOOL DISTRICT INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION/HEALTH

JOB DESCRIPTION:

Under the direction of an assigned administrator, perform specialized health care services and medical procedures to meet the needs of assigned special education students with specialized health care needs; monitor and assure special health care needs of student are being met.

RESPONSIBILITIES:

- Perform specialized health care services and medical procedures for students such as tube feedings, suctioning and other specialized nursing services; assist students with tracheotomy care; monitor, assess and respond to the medical conditions and health care needs of assigned students.
- Provide medical assistance and health care to special education students; confer with faculty concerning health care and instructional activities to meet student needs; provide treatment and administer first aid and emergency medical care as needed.
- Travel to various school sites to provide health, instructional support and related services; monitor students with specialized health conditions and needs; assure students receive adequate medical services to maintain optimal health; advise staff of special health care needs of individual students.
- Assist students with personal needs as assigned by the position; assist students with eating activities; toilet students, and change diapers and soiled clothing as needed.
- Assist teachers with various instructional activities for assigned special education students; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Operate specialized medical equipment and instruments in the assessment and treatment of students including nebulizer, oxygen regulator, glucometer, oximeter, insulin pen and others as assigned; assure cleanliness and sanitary conditions and proper working condition of medical instruments, equipment and assigned areas.
- Escort students to and from buses, classes and other locations as assigned; push student wheelchairs; assist students in and out of wheelchairs and other equipment; load and unload students on and off of, and accompany students on buses as required.
- Explain and assure student understanding of instructional assignment and homework instructions as assigned; assist assigned faculty with the implementation of lesson plans and instructional activities; tutor individual students in accordance with student needs and progress.

- Monitor and oversee student drills, practices and assignments in various subjects; assist students in completing classroom assignments, homework and projects in various subject areas; assist students with handling educational materials.
- Utilize standard health instruments and first aid supplies; operate standard office equipment including a copier, fax machine, computer and assigned software.
- Assist students with developing independent living, social, communication and self-help skills; assist students with eating activities; assist students with medication according to district procedures and prescribed methods and maintain required records.
- Compile information and prepare and maintain various records, reports and files related to students, treatment, medical assistance, incidents and assigned activities.
- Identify and coordinate response to emergency situations as necessary.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Health care practices, terminology, procedures and equipment.
Medical procedures associated with special health care needs.
Child guidance principles and practices related to children with special education needs.
Problems and concerns of students with special needs.
Clean and sterile treatment techniques.
Operation of a computer and assigned software.
Modern office practices, procedures and equipment.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
First aid and CPR procedures.
Health and safety regulations.

Ability to:

Perform specialized health care services and medical procedures for students such as tube feedings, suctioning and other specialized nursing services.
Travel to various school sites to provide health, instructional support and related services.
Monitor and assure special health care needs of student are being met.
Assist students with tracheotomy care.
Utilize oximeters, glucometers, oxygen tanks and other specialized medical devices as assigned.
Provide treatment and administer first aid and emergency medical care as necessary.
Learn, interpret, apply and explain applicable laws, regulations, policies and procedures.
Maintain various health records and files.
Compile and verify data and prepare reports.
Respond effectively and appropriately to emergency situations.
Work independently with little direction.

- Operate a computer and assigned software.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Drive a vehicle to conduct work as assigned.

Education and Experience:

Special Qualifications upon hire for positions at a school site that is supported by Title I funds pursuant to the "No Child Left Behind Act of 2001":
Complete at least 2 years of study at an institution of higher education (college level)
OR
Obtained an associate's (or higher) degree
OR
Meet (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.
AND one year experience working with special education students in an organized setting including some work with severely handicapped students.

For positions **designated** "Bilingual/Biliterate required" by the district, successful completion of the test certifying bilingualism and biliteracy in English and another language, determined by Campbell Union School District.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.
Incumbents must meet requirements specified under the No Child Left Behind Act.
Some incumbents may require a valid California driver's license. Some positions in this classification may be required to complete ProAct training within the probationary period.

REPORTS TO:

Director II-Special Education

TERMS OF EMPLOYMENT:

Salary and work year to be according to the current schedule

EVALUATION:

Performance of this job will be evaluated in accordance with the District's policies and procedures and existing contract between Campbell Union School District and the California School Employees Association, Chapter 868.

WORKING CONDITIONS:

- Classroom environment.
- Subject to emergency medical situations.
- Driving to conduct work as assigned.

Possible contact with bodily fluids
Contact with dissatisfied or abusive individuals
Lifting and carrying students as assigned by the position.
Pushing children in wheelchairs as assigned by the position.

PHYSICAL DEMANDS:

While performing the essential functions and responsibilities of this job, the employee is regularly required to stand, walk, sit, and reach with hands and arms and speak and hear effectively. The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.