

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: SPECIALIZED PHYSICAL HEALTH CARE ASSISTANT

DEFINITION:

Under the direction of the Director of Student Services, in conjunction with site administration, and school nurse, assists in educating children identified as special education students by performing a variety of functions and personal care activities pertaining to the care and instruction of severely handicapped and physically disabled students; assists the instructional staff by performing paraprofessional work and performs other duties as required.

JOB RELATIONSHIPS:

Under general supervision of the special education teacher with direct or indirect supervision by the school nurse; has direct contact with staff, students and parents. Staff member's services may be required while student is in a special education or general education setting. Job site location will be determined based on student need and may be assigned or reassigned by the Director of Student Services, based upon District or student need.

TYPICAL DUTIES:

Assist in educating children identified as special education having needs in the academic, development and/or health areas.

Assist teachers with the presentation of learning material by tutoring individual or small groups of students assigned to programs in special education.

Record appropriate data regarding academic, medical and/or behavioral information, and file in prescribed program format.

Assist in organizing and preparing instructional materials and correcting student work.

Assist teacher with supervision of students in the classroom, on the playground and on study/field trips. May supervise students under the direction of the teacher in the absence of the teacher.

Assist students getting on and off the bus, meet bus and escort children to and from classrooms.

Attend in-service training activities as related to job description.

May participate in Individualized Education Program team meeting or home visits, when feasible or necessary.

Assist in care, cleaning and proper disposal of equipment used in the special education health procedures, following the guidelines set forth by California Department of Education and the District.

Assist in care for students' physical needs including diapering, toileting, feeding, lifting and moving of children as needed to maintain child's health, safety and comfort.

Following training and under direct or indirect supervision of a school nurse, provide specialized physical health care following the guidelines as specified by the California Department of Education and/or written physician orders including, but not limited to, catheterization, blood glucose testing, glucagon injection,

gastostomy feeding, ostomy care, oxygen administration, respiration assistance via a mechanical nebulizer, tracheostomy care, cleaning and suctioning, anaphylactic reaction emergency care and modified chest percussions. May be trained to give life-sustaining medication through injection.

Adjust special equipment and assist in mobility therapy programs.

Perform first aid and dressing changes.

Follow universal precautions to ensure personal safety.

Other duties as assigned.

KNOWLEDGE OF:

First Aid, CPR techniques, general health, health and cleanliness, skin conditions, and symptoms of communicable or other diseases.

Working knowledge of specialized healthcare procedures.

Growth and development of severely and physically disabled students.

Methods and techniques of procedures for lifting, moving and positioning students.

Record management, storage and retrieval procedures.

Assertive and assaultive behavior protection and basic self-defense methods.

Interpersonal skills using tact and courtesy.

ABILITY TO:

Administer First Aid and CPR.

Function adequately in emergencies.

Ability to supervise and care for students with medical or physical limitations.

Ability to learn and utilize teaching aids and assistive technology or devices used by special education students.

Ability to maintain confidentiality at all times concerning students and their families.

Ability to follow written protocols and procedures as specified.

Speak and write grammatically correct English and perform mathematical concepts.

Work cooperatively with the public, administration, pupils and fellow employees.

Follow universal precautions to ensure personal safety.

Learn procedures, functions and limitations of the assigned duties. Follow universal precautions to insure personal safety.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent.

Paid or volunteer experience working with children in an educational or childcare setting is highly desirable, preferably involving children with special needs.

LICENSES AND OTHER REQUIREMENTS:

Current First Aid Certificate.

Current CPR certification.

Chest X-ray or tuberculin skin test before employment and every four years thereafter.

Current valid California driver's license.

ENVIRONMENT:

Classroom

Outdoor playground.

Bus supervision.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to assess injuries and illness.

Lift, carry, push, pull up to 70 pounds.

Full range of motion in upper and lower extremities to assist students with mobility.

Kneel, crouch, squat or sit on the floor with children for up to 30 minutes.

Run, move quickly in order to keep up with children in the classroom or in the playground.

HAZARDS:

Communicable diseases.

Contact with blood-borne pathogens.

Contact with aggressive behavior which may include scratching, biting, hitting or kicking.