

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: *Health Aide*
WORK YEAR: *180-Days*

JOB DESCRIPTION: Under the supervision of the site administrator and the direction of a specific certificated staff member, performs the necessary duties to assist in the planning and implementation of a program for special needs children in classrooms. Under the indirect supervision of the District Nurse, will perform specialized health care procedures as directed.

ESSENTIAL JOB TASKS:

1. Assists with planning, implementation and evaluation of individual student programs to provide suitable learning experiences.
2. Assists students to develop positive interpersonal relationships with peers and adults.
3. Supervises and/or participates in playground activities.
4. Assists in the preparing, monitoring and cleaning of program facilities.
5. Operates equipment necessary to program operation.
6. Functions as an appropriate and positive role model.
7. Performs clerical tasks; e.g. attendance reports, lunch count and record keeping.
8. Attends required staff meetings and in-service trainings.
9. Assists in the preparation and maintenance of instructional materials.
10. Assists in the supervision of students at assigned tasks in and out of the classroom during normal duty hours.
11. May assist students with personal needs; e.g. feeding, toileting, ambulation.
12. May participate in I.E.P. meetings.
13. Provides necessary physical care and emotional support.
14. Displays calmness and control while dealing with behavioral problems and restraining "tantrumming behavior."
15. Provides non-routine specialized health care needs, such as toileting, administration of an epi pen (bee sting) and the monitoring of reaction and anaphylactic reaction procedure, hyper or hypo glycerin care for a diabetic, assisting when a student has a seizure. Training will be provided as needed.
16. Provides routine specialized health care procedures as trained and as necessary not requiring direct supervision. This will include catheterizations, blood glucose testing for diabetes, gastrostomy tub feedings, ostomy care, oxygen, tracheotomy care and other procedures as defined and written by the physician.
17. Performs other duties similar to the above in scope and function as required.

KNOWLEDGE/SKILLS/ABILITIES:

1. **Knowledge of:**
 - * Child growth and development principals.
 - * Academic instruction/behavioral management.

- * Health care procedures. Training provided for specialized health care needs.
- * CPR and First Aid certification. Training provided as needed.

2. Ability to:

- * Apply techniques to handle tantrum behavior and assist physically and severely handicapped students in movement and specialized health care procedures.
- * Respect the confidentiality of school related incidents and information.
- * Understand and carry out oral and written instructions.
- * Relate effectively with a wide variety of professional staff members and community at large.
- * Communicate with others in an effective and sensitive manner, both orally and in writing.
- * Read, write and speak correct English.
- * Demonstrate initiative, tact, patience, good judgment and confidentiality.
- * Set a desirable example through appearance, grooming and personality.
- * Work effectively with disabled students and respond to parents as needed.
- * Operate necessary program equipment.
- * Maintain accurate records.
- * Elicit optimum student performance.
- * Learn specialized health care procedures at the level needed for this position.
- * Pass a physical for the position.

3. A High School diploma or equivalent. Specialized training in child development or special education is desirable.
4. Displays competency in academic skills such as reading, writing and computation.
5. One year of child/youth related experience or equivalent training.
6. Previous work with specialized health needs.
8. Possession of a valid California Driver's License.

SALARY: ***Placement on the CSEA Salary Schedule, Range E***

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: 11/16/2010