

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT, HEALTH CARE SPECIALIST

DEFINITION

Under the general supervision of a certificated employee and the technical direction of medical personnel, performs medical treatments and procedures necessary in providing specialized health care services to pupils with exceptional needs; acts as a paraprofessional assistant to a teacher in working with special education students individually and in small groups in accordance with instructions; maintains and respects requirements of student confidentiality; recognizes the need to provide for personal privacy and dignity of the pupil; provides efficient and effective record keeping support; performs routine clerical duties; and performs related work as required.

EXAMPLES OF DUTIES * - The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class.

- Safely and skillfully performs the specialized health care services as directed or required E
- Recognizes and effectively responds to emergency and/or hazardous situations E
- Establishes and maintains an effective working relationship with pupils and staff E
- Maintains emotional control under difficult situations, and effectively reacts to emergencies. E
- Maintains, on district-approved forms, accurate daily written documentation of specific services performed. E
- Establishes positive communication with pupils and motivates them to participate in learning activities E
- Maintains patience and tact in working with children with special physical/emotional needs E
- Learns and is able to demonstrate and apply knowledge of laws, rules, practices and procedures related to special education for pupils and related to the program to which assigned E
- Learns and adapts to new procedures and conditions E
- Learns to tutor and or assist pupils in any subject matter or to work with pupils who have special learning needs. E
- Possesses good health, in general, as job requires physical strength, stamina, agility,

dexterity, good hearing, good central and peripheral vision.

- Safely lifts or moves pupils who weigh up to 50 pounds or learns the use of mechanical lifting equipment to lift or move pupils who may weigh in excess of 50 pounds or a pupil of any weight who may present other lifting problems. E
- When necessary, assists in transporting pupils from home to school and return (by riding with the student on district provided transportation)E
- If required, has private transportation available to move from site to site E

* Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is one year paid or volunteer experience providing related health care services.

QUALIFICATIONS

Knowledge of

- Clean and sterile equipment techniques
- First aid procedures and techniques
- Cardiopulmonary resuscitation techniques
- Basic communication techniques
- Personal hygiene practices
- Community emergency medical resources
- Elementary concepts of child and adolescent development and of their respective learning patterns and behavior characteristics
- Reading and writing in English along with basic reading and phonics principles
- Number concepts and general arithmetic to pre-algebra level
- Record keeping techniques
- Appropriate safety precautions and procedures

Ability to

After receiving appropriate training, operate one or more pieces of special medical equipment, and/or utilize specialized medical techniques and or procedures including but not limited to those specified below:

- Suctioning, when needed to clear air passages, including care of suction machine and attachment, tracheotomy tube and skin around intubation; and tube replacement
- Gastrostomy tube feeding, including care of gastrostomy tube, equipment and skin around

intubation

- Catheterization and care of supplies and equipment
- Colostomy, ileostomy care, and care of supplies, adjuncts and equipment
- Oxygen administration and proper use and care of equipment including monitoring of flow control oxygen level
- Emergency care as needed including basic first aid, cardiopulmonary resuscitation or other life-sustaining efforts until paramedics or other medical assistance is available
- Appropriate lifting and carrying techniques for use when necessary with non-ambulatory pupils
- Appropriate positioning techniques for pupils with regard to selected pieces of equipment and daily tasks required of pupil
- Appropriate assistance with personal physical needs including positioning on toilet, cleaning and all physical needs
- Appropriate feeding assistance including motoring pupil through the feeding process
- Communicate effectively with pupils with special needs and their parents and motivate them to participate in learning activities
- Understand and carry out oral and written directions
- Maintain accurate records
- Establish and maintain effective relationships with those contacted in the course of work

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
Vision: (which may be corrected) Read normal print Walk over uneven terrain and use peripheral vision	To perform tasks such as to: Read curriculum and grade student work Supervise students on playground Read directions regarding medical procedures,

	techniques and equipment
<p>Hearing: (which may be corrected) Hear sounds which warn of potential danger Understand speech in classroom setting</p> <p>Hear whispered responses from student with limited oral motor functioning</p>	<p>To perform tasks such as to: Supervise students and respond to emergencies Instruct groups, respond to questions; listen and reinforce teacher lessons Respond to pupils needs</p>
<p>Speech: Speak with a level of proficiency and volume to be understood in face-to-face public contact Speak with a level of proficiency and volume to be understood in a classroom Speak for prolonged periods</p>	<p>To perform tasks such as to: Communicate with teachers, students and parent</p> <p>Instruct groups of students</p> <p>Instruct and supervise students</p>
<p>Upper Body Mobility: Use hands and fingers to feel, grasp and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow, extend arms to reach outward and upward, use hands and arms to lift objects Turn, raise, and lower head, twist and bend at torso</p>	<p>To perform tasks such as to: Operate AV equipment, instruct students, to use chalk, pencil, and pen, and to tie shoes, and a with clothing</p> <p>To deliver specialized health care procedures</p> <p>Supervise students and grade papers</p>
<p>Lower Body Mobility: Walk on even surfaces Climb stairs Bend at waist and stoop</p> <p>Bend at knees, squat, sit on floor for prolonged periods of 50 minutes Step over objects</p>	<p>To perform tasks such as to: Supervise and assist students in the classroom Follow disaster plan Operate office AV equipment, provide physical assistance to students, and follow disaster plan Instruct and supervise students Work in classroom setting</p>

<p>Strength: To lift, position, carry, push or pull a pupil or object which weighs as much as 50 pounds on an occasional basis</p>	<p>To perform tasks such as to: Assist, restrain and position students</p>
<p>Stamina: Run quickly for brief spurts Walk prolonged distances</p>	<p>To perform tasks such as to: Prevent student injury Supervise students outdoors</p>
<p>Environmental Requirements: Constant work interruptions Work around dirt/dust Work independently Work cooperatively with others Work inside</p>	<p>To perform tasks such as to: Instruct and supervise students Supervise students outdoors Instruct groups of students in absence of teacher Coordinate activities with teachers and staff Perform all classroom duties</p>
<p>Mental Requirement: Read, write, understand, interpret, and apply moderately complex information Math skills at an 8th grade level</p> <p>Copying Analyzing Coordinating Judge and process information quickly and make quick decisions Learn quickly and follow verbal procedures and standards Place information in order of importance</p> <p>Listen Demonstrate</p> <p>Give verbal instruction Ability to prioritize Ability to think clearly in an emergency</p>	<p>To perform tasks such as to: Read and understand curriculum</p> <p>Correct and grade papers per teacher guidelines and instructions Document information Develop and evaluate strategies with teachers Implement strategies Work safely and effectively with students</p> <p>Instruct and supervise students</p> <p>Understand questions and concerns of special students Respond to difficult emergency situations Understand questions and concerns of special students Reinforce teacher lessons Instruct and supervise students</p>

Other Conditions of Continued Employment:

- Speak at a conversational level and demonstrate fluency and literacy in English
- Participate in employer-mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreements

Some assignments require constant attention to protection of physical safety in a classroom when the pupils, because of the nature and severity of their disability, are accident prone or because of assaultive or self abusive tendencies which could cause serious injury to themselves or others.

Approved by Personnel Commission: 9/4/96
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