

JOB DESCRIPTION
May 2017

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

HEALTH/INSTRUCTIONAL ASSISTANT

General Purpose:

A Health/Instructional Assistant is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Health/Instructional Assistant is trained in basic nursing techniques and direct patient care. The Health/Instructional Assistant provides specialized health care procedures as needed for designated students in the classroom and other school areas; and assists a teachers(s) or other certificated staff in providing curriculum instruction to students (children/adults).

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Responsible for functioning under the Licensed Vocational Nurse (LVN) scope of practice.
- Provides specialized health care procedures as the needs of the students dictate and as approved and defined by the State Department of Education and Health Services and as instructed, monitored and directed by the school nurse.
- Provides first aid, cardiopulmonary resuscitation and other physical health care procedures.
- Moves students to/from the floor, changing tables and wheelchairs.
- Assists in lifting students from wheelchairs and/or adaptive equipment.
- Places and positions/repositions students in therapeutic equipment, pushes wheelchairs and assists with walkers.
- Assists students with clothing, possessions or personal care such as feeding, washing and toileting and changing diapers.
- Sanitizes and cleans portable toilets and supplies.
- Completes accident and follow up reports.
- Administers prescribed medication following approved protocols, records medication and treatment given.
- Provides medical supervision to students being transported on school bus.
- Provides services and related duties of the health program; i.e., clerical, ordering materials, and maintaining medical records related to the health status of students.
- Uses a variety of study aides and techniques to reinforce skills.
- Designs and prepares bulletin boards, displays of student work, charts, forms or other teaching aids.
- Participates in behavior management plans.
- Prepares a variety of instructional materials.
- Assists with or operates a variety of audio-visual equipment such as VCRs, tape recorders, or other learning machines.
- Organizes work areas and assembles learning materials, study aides, supplies or assignment folders.
- Orders office supplies, forms, instructional and audiovisual materials.
- Participates in field trips.
- Supervises students in cafeteria, on the playground or bus loading.
- Provides transportation of students in a county-provided vehicle, as needed.
- Responsible for complying with school policies/procedures including those applicable to any emergency involving a student.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High school diploma or equivalent.
- Level of education necessary to obtain a California Licensed Vocational Nurse (LVN) License or a Registered Nurse (RN) License.

Experience:

- Any combination of training and experience which demonstrates ability to perform the duties described.
- Experience with students or groups of children or work experiences in a medically-related field.

Knowledge, Skills and Abilities:

- Knowledge to perform basic practices of first aid, CPR, Universal Precautions, bloodborne pathogens and communicable diseases.
- Knowledge of principles and procedures of record keeping and reporting.
- Knowledge of alphabetical, numerical and subject matter filing systems.
- Knowledge of English usage, spelling, vocabulary, grammar and punctuation, and safe driving principles and practices.
- Skills to perform non-technical tasks with an occasional need to upgrade skills due to changing conditions.
- Skills to operate modern office equipment including computers.
- Skills to operate a motor vehicle safely.
- Skills to communicate clearly and accurately, both orally and in writing.
- Ability to respond appropriately in emergency situations.
- Ability to read and comprehend medical terms.
- Ability to remain calm in stressful situations.
- Ability to understand, manage and relate to students who have behavioral problems, learning and physical disabilities.
- Ability to adapt to individual needs of teachers and students and work with interruptions.
- Ability to work harmoniously with students, staff, parents and guardians.
- Ability to be dependable and punctual.
- Ability to recognize the first aid and health needs of students and make decisions to report to school nurse.
- Ability to report changing medical status to the school nurse.
- Ability and willingness to be trained and receive updated training in the use of specialized physical health care procedures and behavior intervention techniques for the developmentally delayed.

Required Testing:

- Pass proficiency exam meeting the requirements of No Child Left Behind (NCLB). (Requirement waived if individual has an AA degree, has 48 college units or has passed the CBEST).

HEALTH/INSTRUCTIONAL ASSISTANT/PAGE 3

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a current license as a Licensed Vocational Nurse.
- Must possess current CPR certification.

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 25.0

Reviewed and Approved:

Supervisor:  Date: 5-8-17

Human Resources:  Date: 5/8/17