

AROMAS-SAN JUAN UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION
INSTRUCTIONAL PARAPROFESSIONAL – HEALTH AIDE

Classification: Classified

Salary Level: Classified Salary Schedule

Work Year: 180

JOB SUMMARY:

Under the general supervision of the school principal, to perform a variety of health and instructional activities including specialized health care services; to assist staff in providing health program assistance, to maintain health records, health related referrals and reports, assist students with other health related needs, and support the classroom instructional program.

SUPERVISOR:

Principal

ESSENTIAL RESPONSIBILITIES HEALTH RELATED

- Administers first aid to injured students and provides short-term care to enhance the comfort and safety of injured or ill students
- May be required to perform specialized procedures, after proper training, such as urinary catheterization, gastric tube feedings, diabetes management, and seizure disorder management
- Screens and cares for ill or injured students in accordance with District policies; takes action in emergency situations; assists students with personal care; attends to student's physical needs as directed by the immediate supervisor
- Administers and records medications in accordance with District policy
- Performs a variety of health-related documentation such as record-keeping, charting, health referrals, accident or injury reports, and the administration of medical procedures according to established procedures
- May ride the school bus to and from school to support students with health needs; push wheelchair; transfer and move students to and from bus and class; dress and lift students; perform moderate lifting of students.
- Exhibits patience, courtesy and tact when working with students, parents and the community
- Exhibits empathy when caring for persons with disabilities and injured/ill students
- Performs other duties as required

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ESSENTIAL RESPONSIBILITIES RELATED TO INSTRUCTIONAL PROGRAM

- Assists in organizing the instructional environment, sets up materials for daily classroom activities, and maintains neat and orderly classroom/instructional areas
- Assist the teacher in preparing materials for classroom use; assist students in individual and small group instructional activities
- Assist in supervision of students to maintain effective environment.
- Monitor student progress through observation, daily contact, and maintenance of accurate student records.
- May also administer, check, and record standardized/classroom tests, daily assignments, and homework.
- Assist students with assigned work, listen to students read, answer questions, reinforce concepts, check work for completeness and accuracy.
- Implement school-wide discipline policies.
- Perform non-instructional duties such as establishing and maintaining informational and operational records and files, support with attendance, lunch counts, and permission slips.
- Attend in-service training, parent conferences during regular work hours, and after school meetings as needed, such as IEPs.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Age-appropriate methods of tutoring and motivating students;
- Proper use of English, spelling, and grammar;
- General office procedures, practices, and equipment;
- Classroom procedures and children's instructional and recreational activities, games, arts, and crafts.

Ability to:

- Communicate in both oral and written forms;
- Supervise students in a variety of situations;
- Establish and maintain accurate records and files;
- Maintain the security and confidentiality of specified records and information;
- Follow District policies and school rules and regulations with those contacted in the performance of required duties;
- Maintain positive relationships with staff, students, and community

Physical Abilities:

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle or feel; talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

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EDUCATION AND EXPERIENCE:

- High School Diploma or GED
- Meet one of the following:
 - Complete two years of study (48 semester units) at an institution of higher education; or Obtain an associate's (or higher) degree from an institution of higher education; **OR**
 - Pass a District-selected assessment demonstrating knowledge of and the ability to assist in instructing reading, writing, and mathematics.
- Current First Aid and CPR certification from an approved provider
- Prior experience with physically/medically challenged children (preferred)
- Previous experience in a school setting working with children or adolescents (preferred)
- Bilingual in Spanish (preferred)

WORK ENVIRONMENT:

- The work environment is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Noise level in the work environment is usually moderate.