



**HESPERIA UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

INSTRUCTIONAL ASSISTANT - MEDICALLY FRAGILE

Job Purpose Statement: The job of Instructional Assistant – Medically Fragile is done for the purpose of assisting in the general physical/behavioral care and instruction of medically fragile students; implementing educational programs and/or modifying lesson plans; assisting students in developing daily living and behavioral skills; performing a variety of special health care activities appropriate to student needs; and relieving the teacher of routine clerical and instructional tasks.

Essential Job Functions:

- Adapts classroom work/homework under the direction of the teacher to provide a method to support and/or reinforce classroom objectives
- Adapts to the unique behavioral and health needs of high-risk special education students
- Administers tests, homework, make-up work, etc. to assist teachers in evaluating students' progress and/or recognize the individual needs of the student
- Assists student(s) with administration of medication, toileting, diapering, clothing manipulation, food preparation, feeding, gastrostomy feeding tube, tracheotomy care, including cleaning and surface suctioning, skin integrity check, colostomy cleaning or care, and intermittent catheterization
- Assists in implementing educational programs to meet the individual needs of students (media, computer programs, note-taking, direct learning activities, and physical education activities) in a variety of educational settings
- Assists students with participation in physical therapy, occupational therapy and speech therapy
- Confers with teachers and other district personnel to assist in the evaluation of students' progress and/or the implementation of students' IEP goals
- Monitors students in the classroom, on campus, and on the bus to ensure a safe and positive environment
- Operates basic medical, exercise, therapeutic, instructional, and office equipment
- Operates communication devices and adapts to computers, as assigned
- Participates in various meetings for the purpose of sharing information and/or improving one's skills/knowledge
- Performs record-keeping and basic clerical functions (scheduling, copying, etc.) to support the teacher in maintaining student files and providing classroom materials
- Responds to emergency situations (e.g. injured students, fights, etc.) to resolve immediate safety concerns

Other Job Functions:

Assists other personnel, as needed, to support them in the completion of their work activities

Attends workshops, trainings, and in-services, as appropriate

Attends District training provided by a registered nurse on specialized healthcare procedures prior to assisting with specialized health procedures (catheterization, use of Hoyer lift, gastrostomy tube, tracheotomy care), receiving a certificate of training completion and District training on behavioral intervention strategies

Provides first aid, using universal precautions, for instances such as seizures or cardio-respiratory arrest

Job Requirements - Qualifications

Knowledge is required to perform basic math, including fractions, percents, and ratios (algebra and geometry at the secondary level); to read a variety of manuals; to write and speak distinctly; to type correspondence, memos, etc., usually in prescribed formats; to prepare reports; to speak before groups; and to apply common sense understanding of detailed multi-step instructions.

Skills are required to perform multiple basic non-technical tasks. Specific skills include applying pertinent codes, policies, regulations and/or laws; communicating with persons of varied cultural and educational backgrounds; operating standard office equipment; preparing and maintaining accurate records; utilizing pertinent software applications; and demonstrating keyboard/computer literacy.

Abilities are required to deal with a level of complexity of tasks that require significant coordinating of others' schedules and/or activities; to practice discretion, independent action, and/or judgment when working with people and a diversity of equipment; and to interact with persons and/or agendas that frequently change. Specific abilities include adhering to safety practices; being attentive to detail; implementing established curriculum; meeting deadlines and schedules; lifting a minimum of 50 lbs.; working under time constraints; and motivating and working with students (at-risk populations).

Responsibility includes leading and guiding. The resources required (people, equipment, facilities) to perform job functions are of a moderate scope, and moderate opportunity exists for significant impact (positive or negative) on the organization's mission.

Working Environment: The job functions are generally performed in an indoor environment, requiring the following significant physical abilities: lifting, reaching, handling, fingering and/or feeling; sensory speaking, hearing and visual. Employees in this position may be required to use equipment such as wheelchairs, walkers, or similar equipment in the care of students, and must be able to lift a minimum of 50 lbs.

Educational Requirements: A high school diploma or equivalent is required.

Experience Requirements: A minimum of one year of job-related experience, or any combination of experience and education within the specialized field, is required.

Licensing, Certification, Testing Requirements: Fingerprint/criminal justice clearance; Tuberculosis clearance; and CPR and First Aid certificates (certificates from an internet course are NOT acceptable) are required.

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