



### Specialized Physical Health Aide

#### Definition

Under the general supervision of a certificated administrator and technical supervision of District Nurse and/or medical personnel, to perform medical treatments and procedures necessary in providing specialized physical health care services to students with exceptional needs; to act as an instructional aide to a teacher in performing assigned tasks; and perform related duties as required.

#### Essential Duties and Responsibilities

- Under supervision of a teacher, provides individualized instruction by matching instruction to the needs of each student;
- Works cooperatively with others in providing specialized physical health care services and performing standardized procedures in compliance with legal requirements, rules, and regulations;
- May perform one or more of the following procedures as they pertain to the individual student after receiving appropriate training:
  - Suctioning, when needed to clear air passages, including care of suction machine and attachments, tracheotomy tube, and skin around insertion;
  - Tube replacement;
  - Gastrostomy tube feeding, including care of gastrostomy tube, equipment, and skin around insertion;
- Catheterization and care of supplies and equipment;
- Colostomy and 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 cardiopulmonary resuscitation or other life-sustaining efforts until paramedics or other medical assistance is available;
- Administers first aid;
- With assistance and supervision, establishes and maintains daily documentation of specialized physical health care services and procedures which may include administration of medication;
- Assists school nurse in updating and maintaining medical records;
- Initiates and completes reports and records, such as accident and incident reports;
- Maintains confidentiality of student records in accordance with legal requirements and policies;
- Attends in-service and staff meetings as required; accompanies or assists students to and from the school bus or other transportation and in moving to and from activities on school site or campus;
- Accompanies and assists certificated personnel during the transporting and instructing of students in off-campus or community based settings;
- Assists teachers with classroom activities for students;

### Specialized Physical Health Aide - contd.

- Gives guidance and provides an example for students in various areas such as academic learning, vocational skills, social and leisure skills, physical development and fitness, and personal hygiene;
- Confers on a regular basis with teacher in regard to planning and scheduling activities, instructional goals and objectives, student progress, and pertinent health or behavior problems;
- Assists teachers with implementation of student's Individualized Education Program through instruction in a wide variety of activities, such as nature study, playing games, singing, dance, and sports;
- May participate as a member of the appropriate team or committee to assist staff with developing and implementing individual or site crisis management plans;
- Assists teacher in establishing and maintaining a clean, safe, and pleasant classroom and learning environment;
- Assists in lifting of students in and out of wheelchairs, braces, and other orthopedic equipment;
- Assists staff members in positioning students and in rendering various forms of personal care such as toileting and diapering;
- Assists students in dressing, undressing, bathing, grooming, eating, and feeding;
- Assists students to learn through the use of computers and other teaching aids;
- Helps students to be self-reliant;
- Under the supervision of the school administrator, and the procedure observed by a certificated school staff member, assists students with taking medication;
- Performs routine clerical tasks;
- Assists teachers in implementing the course of study through individual and group instruction.

### Qualifications

#### Educational Requirements:

- High school diploma or equivalent;
- One year or 2000 hours of paid or volunteer experience providing related health care services; completion of a Certified Nurse Assistant or Home Health Aide program may be substituted for six months of paid or volunteer experience providing related health care services;
- CPR and First Aid certificates or a valid California Vocational Nurses License.

#### Physical Requirements:

Primary functions require sufficient physical ability and mobility to:

- Work in a classroom setting;
- Stand or sit for prolonged periods of time;
- Occasionally stoop, bend, kneel, crouch, reach, and twist;

### Specialized Physical Health Aide - contd.

- Lift, carry, push, and/or pull light to moderate amounts of weight;
- Operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard;
- Verbally communicate to exchange information;
- See in the normal visual range, including peripherally, with or without correction;
- Hear in the normal audio range with or without correction.

### Desired Qualifications

Some assignments require constant attention to protect physical safety in a classroom where students, because of the nature and severity of their disabilities, are prone to accidents; or because of assaultive or self-abusive tendencies, could cause serious injury to themselves or others. Some positions may require the ability to directly assist the teacher in the lifting or moving students who weigh up to 50 pounds. Some positions may require the use of a multi-person lift or learn the use of mechanical lifting equipment to lift or move students who may weigh in excess of 50 pounds or present other lifting problems. Some positions may require safely providing physical support to students of any weight to assist in their movement. Some students may require the specialized physical health aide to accompany them during transportation from home to school and return. Some positions in this classification may require the availability of private transportation. Positions in this classification may be assigned any duties normally assigned from the class specification for Instructional Aides.

### Training and Experience

#### Knowledge of:

- Proper health care techniques, including catheterization, tracheostomy care, tube replacement, gastrostomy tube feeding, colostomy and ileostomy care, and care of adjuncts and equipment;
- Oxygen administration and proper use and care of equipment, including monitoring of flow control oxygen level;
- Clean and sterile treatment techniques;
- Elementary concepts of child development and behavior;
- Community emergency medical resources;
- Personal hygiene practices;
- English grammar and vocabulary;
- Principles of implementing diversity in the workplace.

## Specialized Physical Health Aide - contd.

### Ability to:

- Learn how to operate one or more pieces of special medical equipment in the care of suction machine and attachments, catheterization, and oxygen equipment etc.;
- Perform basic cardiopulmonary resuscitation; safely and skillfully perform the specialized health care services as directed or required;
- Recognize and effectively respond to emergency and/or hazardous conditions;
- Establish positive communication with students and motivate them to participate in learning activities;
- Maintain patience and tact in working with children with special physical/emotional needs;
- Recognize the need to provide for personal privacy and dignity of the student;
- Maintain emotional control under difficult situations and effectively react to emergencies;
- Establish and maintain an effective working relationship with students and staff;
- Assist in the instruction of reading, writing, and mathematics;
- Learn and adapt to new procedures and conditions, and learn to tutor students in any subject matter or to work with students who have special learning needs;
- Assist with maintaining forms, accurate daily written documentation of specific services performed;
- Learn laws, rules, practices, and procedures related to public education for students and related to the program to which assigned;
- Operate a personal computer; model communication and interaction that respects and includes all individuals and their languages, abilities, religions, and culture.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 144
- School Year