

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Health Aide I, II, and III, Special Education	CLASSIFICATION:	Classified Non-Management (SEIU/Aide-Paraprofessional)
SERIES:	Career Lattice	FLSA:	Non-Exempt
JOB CLASS CODE:	0939	WORK YEAR:	10 Months
DEPARTMENT:	Special Education	SALARY:	Range 35 Health Aide I Range 41 Health Aide II Range 47 Health Aide III Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	12-01-03
		HR REVISION:	04-26-12

BASIC FUNCTION:

Provide health services to special education students with specialized physical health care needs under guidelines provided by student's medical doctor or the school nurse; assist the teacher in instructional tasks, routine record keeping, and student supervision.

DISTINGUISHING CHARACTERISTICS:

Health Aide I is an entry-level position. Health Aide II is filled by advancement from the class of Health Aide I. Health Aide II and III incumbents are expected to provide first aid and life saving techniques to students without direct nursing supervision.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Provide, after training, the following medical procedures including, but not limited to, catherization, NG tube feeding, changing tracheostomy tubes and ties, machine suctioning, colostomy/ileostomy, gastrostomy feeding, mechanical ventilation, nasal cannula, oxygen supplementation, and syringe suctioning; procedures will be monitored by school nurse. **E**

Care for ill students in the classroom; take action in emergency situations; assist students with personal care; attend to student's physical needs as directed by the teacher. **E**

Perform a variety of record-keeping activities involving charting student progress and the administration of medical procedures according to established procedures; set up and maintain student health, immunization, and emergency medical records; assist school nurse with physical screening and other appraisal evaluations; assist with head lice checks. **E**

Assist the teacher in preparing materials for classroom use; assist students in instructional activities; help students with arts and crafts. **E**

May ride the school bus to and from school; push wheelchair; transfer and move students to and from bus and instruction class; dress and lift students; perform moderate lifting of students. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Maintain health office, medical supplies, and equipment. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school, one year of experience working with school-age children in an organized setting, and one of the following: completion of at least two years of study (48 semester units) in an institution of higher education, associate's degree, pass the district paraprofessional test, or be No Child Left Behind (NCLB) compliant. Prefer experience with special needs students.

Health Aide II incumbents must have served 75% or more of the school year as a Health Aide I, have two years of experience working with school-age children in an organized setting, and completed 90 accredited units of college-level work.

Health Aide III incumbents must have completed the required accredited units for Licensed Vocational Nurse (LVN) Certification. Two years of experience working as a LVN preferred.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license, and provide proof of insurance; pass the employee entrance evaluation (lifting test); CPR and First Aid certificate required. Prefer Licensed Vocational Nurse training. Willingness to travel to multiple sites with mileage reimbursed. Health Aide III requires Licensed Vocational Nurse Certification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Cardiopulmonary resuscitation (CPR) and first aid.

Basic sign language.

Basic medical terms.

Correct English usage, spelling, grammar, punctuation, vocabulary, and mathematics skills.

Students with exceptional needs.

Interpersonal skills using tact, patience, and courtesy.

Medical record keeping and filing.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Maintain accurate records.

Respond effectively to emergencies.

Work cooperatively with students, teachers, nurses, and others.

Tutor individual and small groups.

Work under direction.

Push a wheelchair; transfer and move students to and from bus and instruction class; dress and lift students.

Perform moderate lifting of students according to safety regulations.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively, both orally and in writing.

Understand and follow oral and written instructions.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Health office, classroom, or diversified special education classroom, and bus environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

See to monitor students; hear and speak to exchange information; dexterity of hands and fingers to perform health care procedures; bend at the waist or crouch; stand and walk for extended periods of time; push wheelchairs; transfer students to and from bus; dress and lift students; moderate lifting of students.

SAMPLE HAZARDS:

May experience exposure to bodily fluids and infectious diseases.

Consistent with the No Child Left Behind Act of 2001 and other related legislation.)

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date