

INSTRUCTIONAL ASSISTANT-PHYSICALLY IMPAIRED**DEFINITION**

Under the general supervision of the school nurse and classroom teacher, assists in the care and education of children with physical impairments including performing specialized health care services; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Positions in this class are less than 8 hours. The duties of this classification include assisting with classroom instruction and health care. When not attending to the specialized health care needs of assigned student/students, this position assists the certificated employee in providing curriculum instruction. This classification requires a minimum of a Licensed Vocational Nurse (LVN) certification and employees in this position are expected to provide first aid and life saving techniques to students without direct nursing supervision.

ESSENTIAL FUNCTIONS

(Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.)

Takes action in emergency situations including anaphylactic shock, cardiopulmonary distress, dysreflexia and insulin reactions, and other medical emergencies.

Performs clean and/or sterile catheterizations, tracheostomy suctioning and care, ostomy care, and natural drainage and percussion.

Feeds physically impaired students including nasogastric and/or tube feeding and gastrostomy.

Participates in the development and administering of the Individual Health Plan and the Individual Education Plan. Monitors general well-being of children; takes temperatures, pulse and blood pressure; checks for abnormal rashes or infections.

Assists in administering prescribed medications and monitoring for abnormal or allergic reactions.

Positions and repositions students frequently, including placing them in therapeutic equipment.

Assists in providing therapeutic exercise to students as medically prescribed or recommended.

May act as a bus attendant during special education routes.

Assists individuals or small groups of individuals with assignments under the supervision of the teacher.

Participates in classroom discipline or behavior management programs; consults with the teacher regarding lesson plans, work schedule and evaluation of student progress.

Assists with a variety of record keeping activities such as attendance, lunch count and daily charts of student progress.

Participates in fields trips.

May supervise students in cafeteria, playground or bus loading.

Performs other duties as assigned.

QUALIFICATIONS

Successful completion of the District Instructional Assistant Proficiency Test.

Knowledge of:

Correct English usage, spelling, grammar, and punctuation; games, arts and crafts, and other activities suitable for physically and mentally challenged students; the social and educational needs of physically and mentally challenged students; basic math operations; first aid practices; practices which monitor the general well-being of students.

Ability to:

Work effectively with a wide variety of personalities and situations requiring tact, judgment, stability, and poise; relate effectively with physically and mentally challenged students; organize and supervise students in games, play, or group activities; understand and follow oral and written instructions; keep records and write reports; recognize the first aid and health needs of students and make decisions as to appropriate solutions; respond appropriately in emergency situations; read and comprehend medical terms; remain calm in stressful situations; understand, manage and relate to students who have behavioral problems, learning and physical disabilities; sufficiently demonstrate competency in basic academic skills such as math, spelling, grammar; sufficiently demonstrate skill in oral and written communication; adapt to the individual needs of teachers and students and work with interruptions: work harmoniously with students, staff, and parents and guardians; be trained and receive updated training in the use of special physical health care procedures and behavioral intervention techniques for the developmentally delayed (as identified by the State Department of Education.); correctly demonstrate sufficient strength, mobility and range of motion to arm lift 50 pounds and floor lift 50 pounds in an employee entrance evaluation.

Physical Characteristics:

With or without the use of aids; ability to lift up to 50 pounds; sufficient strength to lift non-ambulatory students, lift and move adaptive equipment, and physically restrain and control a student up to 150 pounds with assistance; sufficient body movement and mobility to demonstrate gross motor activities, climb in and out of cars, vans and buses, to walk and run with students, climb well enough to go up and down stairs, to maneuver students into and out of vehicles; sufficient vision to read printed material; sufficient hearing to hear normal and telephone conversations; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation; manual dexterity to write and use telephone and other business/office machines.

Licenses & Certificates:

Possession of a valid licensed vocational nurse-s (LVN) certification, a valid standard first aid card and a cardiopulmonary resuscitation certificate.

Experience:

Experience in supervising/organizing children's activities; experiences with students in school settings is desirable but not required; experience in a classroom designed for physically and mentally challenged students is highly desirable but not required.

Education:

Any combination of education and training equivalent to completion of 60 semester unit program related to handicapped students and specialized training and experience in catheterization, tracheostomy suctioning, tube feeding (tube-syringe methods), ostomy care, postural drainage and percussion. Courses and/or inservice in psychology, behavior modification, sensory-motor integration, language development, recreation, or related fields are highly desirable.