



**CLASS TITLE: INSTRUCTIONAL ASSISTANT
BEHAVIORAL/HEALTH CARE
UNIT 2**

BASIC FUNCTION:

Under the direction of the Principal, provide health services and assist a certificated teacher in reinforcing instruction to individual or small groups of severely handicapped students; assist in providing learning activities and meeting the special needs of assigned students in areas related to feeding, toileting, positioning, hygiene, motor skill, sensory and physical therapy functions; monitor student behavior and health conditions, provide first aid and administer medications.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide health services and assist a certificated teacher in reinforcing instruction to individual or small groups of moderate to severely handicapped students; assist assigned teacher with the implementation of education plans; confer with the teacher concerning education plans, health conditions, lesson plans, student progress, behavior and materials to meet student needs.

Monitor student health conditions and provide first aid and CPR as needed; under direct supervision of the District Nurse, administer medications according to prescribed instructions; assure refilling of student prescriptions as instructed by Nurse and communicate refills to lead teacher; respond to seizures, respiratory problems and other medical emergencies; prepare related paperwork as appropriate; under direction of the lead teacher, assess and notify appropriate staff of student health conditions and progress.

Monitor and oversee student drills, practices and assignments in various subjects; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Assist students with developing motor skills and related exercises as directed; assist students with physical education activities; utilize adaptive equipment; escort students to and from classes; push students in wheelchair; lift students in and out of wheelchair and orthopedic equipment and position pupils; load and unload students on buses as assigned.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; report progress regarding student performance and behavior.

Assist students with personal hygiene including bathing, brushing teeth, dressing, undressing and grooming as required; assist students with enhancing eating skills and performing eating activities; toilet students and change diapers and soiled clothing as required.

Assist children with communication, cognitive and sensory perception skills; read books to students and observe their reading abilities as assigned; assist children with word pronunciation and recognition; assist students with the development of social and independent living skills.

Monitor and assist students with activities to develop small muscle and eye-hand coordination; assist children in learning gross motor skills such as walking, jumping and climbing; utilized prone standers, swings, gait trainers, braces, splints, bicycles, wedges, tumble forms and other



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therapeutic devices; assist children in learning fine motor skills such as reaching, grabbing, folding and cutting.

Assist students with learning programs such as Read Well, Writing Without Tears, Boardmaker and other relevant programs.

Assist children in learning fine motor skills such as reaching, grabbing, folding, cutting and writing.

Maintain student records and files and prepare routine reports related to health conditions, progress, education plans and assigned activities.

Explain and assure student understanding of classroom assignments and homework instructions; explain words and concepts as necessary; assist students with meeting educational goals and objectives.

Utilize a computer and assist students with a variety of computer operations as directed.

Communicate with faculty, staff, administrators and others to exchange information and resolve issues or concerns.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Prepare and serve breakfast, lunch and snacks to students as assigned; set up before and clean up after food preparation and eating activities as required.

Monitor inventory levels of classroom and medical supplies; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices related to moderate to severely handicapped children.

Problems and concerns of severely handicapped students with special needs.

Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.

Basic instructional methods and techniques.

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

Safe practices in classroom, therapeutic and physical activities.

Specialized health care procedures for physically and mentally disabled students..

Operation of adaptive and orthopedic equipment.

Basic medication administration and related procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.



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Basic record-keeping and report preparation techniques.
First aid, CPR and AED procedures.

ABILITY TO:

Provide health services and assist with instruction and related activities in a classroom or assigned learning environment.

Assist in meeting the special needs of assigned students in areas related to feeding, toileting, positioning, hygiene, motor skill, sensory and physical therapy functions.

Assist assigned teacher with reinforcing instruction and the implementation of educational plans.

Monitor and assess health conditions and dispense medications according to physician instructions under the direct supervision of the Nurse.

Assist students in physical and occupational therapy, developing motor skills and related exercises.

Assist children with communication, cognitive and sensory perception skills.

Understand and relate to students with special needs.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Demonstrate an understanding, patient and receptive attitude toward severely handicapped students.

Read books to students and assist with reading and word pronunciation and recognition as assigned.

Understand and follow oral and written instructions.

Operate adaptive and orthopedic equipment.

Observe health and safety regulations.

Maintain records and prepare routine reports.

Administer first aid and CPR.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience working with special education students in an organized setting including some work with severely handicapped students.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.

Receive AED Certification and/or CPI Certification within probationary period.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

Subject to emergency medical situations.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized medical equipment.

Seeing to read a variety of materials and monitor student health conditions.



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Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching to assist students.
Reaching overhead, above the shoulders and horizontally.
Sitting or standing for extended periods of time.
Lifting and carrying students as assigned by the position.
Pushing children in wheelchairs as assigned by the position.

HAZARDS:

Contact with blood and other body fluids.
Potential for contact with blood-borne pathogens and communicable diseases.
Contact with dissatisfied or abusive individuals and aggressive behavior.