

## **INSTRUCTIONAL ASSISTANT-HEALTH CARE**

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### **Purpose Statement:**

The job of Instructional Assistant-Health Care is done for the purpose/s of assisting in special education program for the severely handicapped, under supervision; performing activities including behavioral management, feeding, toileting; and assisting on bus to/from school and school sponsored activities.

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### **Essential Functions**

- Adjusts special equipment (e.g. wheelchairs, lifts, braces, walkers, etc.) for the purpose of positioning or repositioning students as appropriate.
- Administers first aid, medication and/or specialized care to students under the direction of health professional for the purpose of meeting immediate health care needs.
- Assists in carrying out behavior modification and/or lesson plans prescribed by the classroom teacher(s) for the purpose of providing basic academic, behavioral and physical skills necessary to care for individual student's needs.
- Assists students (e.g. toileting, diapering, catheterizing, dressing/undressing, etc.) for the purpose of maintaining students' personal hygiene and/or providing required care for medically fragile children.
- Cleans work areas (e.g. sinks, counters, laundry, etc.) for the purpose of maintaining a neat, orderly and safe learning environment.
- Launders soiled clothing for the purpose of maintaining student's personal hygiene.
- Maintains record and/or files (e.g. student achievement records, etc.) for the purpose of providing information required by legal and professional standards.
- Participates in meetings, workshops, conferences, etc. for the purpose of conveying and/or receiving information.
- Prepares special materials and equipment for classroom use for the purpose of ensuring the availability of items as needed.
- Sets-up meal trays for the purpose of assisting students with eating.
- Supervises students in a variety of settings (e.g. classroom, playground, buses, outings, etc.) for the purpose of ensuring the safety and welfare of special education students.

### **Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; operating medical equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: health standards and hazards; safety practices and procedures; goals and purposes of special education; appropriate physical management techniques; and behavior modification techniques

ABILITY is required to schedule activities; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problemsolving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; maintaining confidentiality; working as part of a team; working with constant interruptions; recordkeeping; lifting and/or physically manipulating students; and establishing and maintaining cooperative working relationships.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 35% sitting, 15% walking, and 50% standing. The job is performed under minimal temperature variations and some hazardous conditions.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Required Testing**

Pre-Employment Drug Screening  
Pre-Placement Physical Exam

**Certificates & Licenses**

None Specified

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

**FLSA Status**

Not Evaluated

**Approval Date**

4/24/2002

**Salary Grade**

Clsfd 18