



POSITION DESCRIPTION

Title: SPECIAL EDUCATION HEALTH AIDE

Department: Special Services

FLSA Classification: Non-Exempt

Bargaining Unit: CSEA 75

Work Year: School Year

Reports to: Exec Director of Special Services

Board Approval Date: 5/14/25

Salary Grade: Range 25, CSEA Salary Schedule

Definition

Primary Function:

Under the direction of the Special Services Department department, assist assigned personnel in the supervision of students with special needs as assigned; perform specialized physical health care procedures for students with special needs in compliance with medical orders and under the training and direction of the Registered Nurse; assists a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment; performs routine clerical and classroom support duties as assigned.

Essential Job Functions include, but are not limited to the following:

1. Perform specialized physical health care procedures for students with severe disabilities in compliance with medical orders and under the training and direction of the Registered Nurse including suctioning of tracheostomy, g-tube feeding, blood glucose/ketone testing, ostomy care and respiratory assistance.
2. Respond to students with seizures or other medical conditions needing monitoring, specialized response protocols or instructed interventions for their participation in the school day.
3. Administer immediate first aid and CPR as necessary; assist students with daily living skills, medical and non-medical assistance.
4. Administer prescribed medications according to physician instructions and established District procedures as directed; monitor and/or collect data on student side effects and notify appropriate

personnel and agencies as required.

5. Assist a certificated teacher in reinforcing instruction to individual or small groups of students with special learning needs; assist students in the operation of a variety of instructional technology.
6. Assist in the presentation and preparation of learning materials, lesson plans, instructional exercise and implementation of Individual Education Plans (IEP) and Behavior Intervention Plans (BIP).
7. Perform a variety of clerical duties in support of classroom activities such as typing, duplicating and filing and preparing instructional or other materials; maintain, logs, records and reports.
8. Use positive reinforcement strategies and other appropriate behavior redirection techniques; assist students to use replacement behaviors and to develop social, coping and daily skills needed to function in the classroom and in social situations.
9. Maintain and update records with student information related to attendance, administered health procedures, medications, illnesses, emergencies, accidents and medical issues.
10. Assist students with personal hygiene and grooming; assist students with eating and oral feeding activities; assist students with toileting, diapering and changing those who have experienced toileting accidents; lift and or transfer students; assist students with performing and developing self-help, social and independent living skills as assigned; operate adaptive equipment or mobility related equipment.
11. Observe and control behavior of students in the classroom according to approved procedures; monitor student behavior during meal and snack times, recess, field trips, assemblies and other school events and activities as directed; report progress regarding student performance and behavior; escort students to and from designated school locations.
12. Assure the health and safety of students by following established practices and procedures; clean and disinfects tools and classroom areas; maintain learning environment in a safe, orderly and clean manner.
13. Operate a variety of office equipment including a computer and assigned software.
14. Utilize health care instruments and first aid supplies; push wheelchairs to transport students as needed.
15. Communicate with supervising instructional staff and professional support personnel regarding student condition and care.
16. Attend meetings and in-service trainings.

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Performs related duties within the scope of the job description.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination equivalent to:

- Graduation from high school, supplemented by training and/or experience working with children in a learning situation. Training and/or experience in working with behaviorally challenged children.

Licenses/Certifications:

- Valid California Driver's License
- Criminal Justice/Fingerprint clearance
- TB clearance
- First Aid and CPR certification
- Catheterization and blood borne pathogen training may be required and provided by the District

Skills, Knowledge and Abilities

KNOWLEDGE OF:

- Basic health care practices, terminology, procedures and equipment.
- Health and safety regulations including personal hygiene practices and universal precautions applicable to handling bodily fluids and other hazardous materials
- Child guidance principles and practices related to children with special learning needs.
- Behavior shaping management strategies and reinforcement techniques utilized with students exhibiting atypical social behavior.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Clean and sterile health care treatment techniques.
- Applicable laws, codes, regulations, policies and procedures.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Methods of collecting data and information.
- Basic record-keeping preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- First aid and CPR procedures.

ABILITY TO:

- Perform a variety of duties in support of health services for students with disabilities and special needs.
- Learn and perform specialized health interventions such as oral suctioning, catheterization, gastronomy, tube feeding, and other procedures to assist medically fragile students with special needs.
- Screen students for various health and safety concerns.
- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of special needs students as directed by a certificated teacher.
- Perform a variety of clerical duties in support of classroom activities.
- Learn and implement procedures regarding student behavior support plans and interventions.
- Respond effectively and appropriately to emergency situations.
- Operate office equipment, a computer and assigned software.
- Prepare and maintain student health records and files.
- Maintain confidentiality of sensitive and privileged information.
- Assist in positioning, moving and transferring students with multiple disabilities safely.
- Ensure that tasks are performed in compliance with Individual Education Plan (IEP) and Behavior Intervention Plans (BIP) requirements.
- Utilize standard health instruments and first aid supplies.
- Communicate effectively both orally and in writing.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain consistent, punctual and regular attendance.

Working Conditions

School and classroom environment; may be required to accompany students on field trips, must be able to lift and physically restrain students at times

Physical Abilities

- Sufficient vision to read printed material, see distant objects with clarity, judge distances, and spatial relationships, and identify and distinguish objects.
- Sufficient hearing to hear conversations in person and on the telephone, hear sounds clearly up to twenty feet., and have the ability to hear with both ears.
- Ability to perform hands-on, non-violent physical crisis interventions when needed, following district protocol.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups.
- Ability to exert up to 50 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work requires occasional or frequent standing, walking, sitting, twisting, reaching, and kneeling for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects and move about the work area.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment, AV equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking lot
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toners
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with biohazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting					X
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)		X			
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting		X			
Climbing		X			
Kneeling	X				
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
D = Dominant Hand ND = Non-Dominant hand					
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
LIFTING					
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
CARRYING					
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.