

# **DELANO UNION SCHOOL DISTRICT**

## **Health Care & Living Skill Aide - Special Day Class Moderately/Severely Handicapped I-V**

### Brief Description of Job

Under certified supervision, performs a variety of health care and living skill activities; assists in the conduct of intensified learning experiences; performs a variety of routine clerical and supportive tasks for instructional personnel; and to do other related work as assigned.

### **REQUIRED QUALIFICATIONS**

#### Knowledge of:

Basic concepts of child growth and development, and developmental behavior characteristics; Student behavior management strategies and techniques; Appropriate English usage, punctuation, spelling, and grammar; Basic arithmetical concepts; Routine record management, storage, and retrieval systems and procedures

#### Ability to:

Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups; communicate effectively in oral and written form in English and a second language as required by the assignment; perform routine clerical tasks and operate a variety of educational and office related machines and equipment; learn to utilize a variety of appropriate instructional health and living skill procedures in the enhancement of a safe and positive educational environment; understand and carry out oral and written directions; establish and maintain cooperative working relationships with children and adults.

#### Experience:

One year of paid or volunteer experience working with multi-age groups of children or the equivalent.

#### Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in child growth and development, health, and functional living skills, or a closely related field.

#### Certificate Requirement:

Possess or secure within six (6) months of employment a certificate for first aid and CPR issued by the American Red Cross or equivalent.

#### Desired Qualifications:

Speaking, reading, and writing fluency in Spanish, Tagalog, Ilocano, and/or Visayan.

### **ESSENTIAL FUNCTIONS OF THIS POSITION**

1. Assists instructional personnel with presentation of learning materials and in conduct of instructional exercises;
2. Assists individual students and small groups of students to reinforce and follow up learning and functional living skill activities;

3. Monitors and assists students in drill, practice, and study activities as a follow-up to the presentation of instructional concepts by instructional personnel;
4. Directs students into safe learning and play activities and functions, and assists in the shaping of appropriate social behaviors;
5. Assists in the management of student behavior through use of positive reinforcement strategies and techniques;
6. May prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students;
7. Maintain a variety of records and files, including confidential student records and information;
8. Operates and assists students in the operation of a variety of instructional media machines and equipment as appropriate to the individual child's capabilities;
9. Assists students with activities to develop small muscle and eye-hand coordination;
10. Assist students with toileting, personal hygiene, and other health care procedures specified by the child's IEP, or under the direction of the appropriate medical supervisor;
11. Assist children with feeding activities including preparing students and the delivery of meal trays;
12. Administers routine first aid and requests assistance for non-routine injury or illness;
13. Assists in maintaining an orderly, attractive and positive learning environment;
14. Participates in parent conferences, as requested;
15. May assist in making community resources available to students and/or families.
16. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

- |               |               |                  |   |               |
|---------------|---------------|------------------|---|---------------|
| 1. Seldom=    | Less than 25% | 3. Often         | = | 51 - 75%      |
| 2. Occasional | = 25 - 50%    | 4. Very Frequent | = | 76% and above |

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand and circulate for extended periods of time.
- 2 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation.
- 4 f. Ability to bend and twist, kneel and stoop, run and crawl.
- 4 g. Ability to lift 40 lbs.
- 4 h. Ability to carry 40 lbs.
- 4 i. Ability to reach in all directions.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.