

MONTEREY COUNTY OFFICE OF EDUCATION

HEALTH ASSISTANT

CLASSIFICATION: Classified

SALARY LEVEL: 32

DEFINITION:

Under general supervision of the Principal and the School Nurse, the Health Assistant assists various teachers, as requested within an assigned geographic area, in the special education program providing support to students with disabilities in activities involving lifting, toileting, feeding, positioning, use of specialized equipment, performing required specialized physical health care procedures and other activities related to the health and safety of students.

SUPERVISOR:

Principal

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Assists teacher, therapist, and school nurse with routine nursing and medical interventions and responds to emergency situations
- Lifts and positions students in/on specialized equipment following directed protocols
- Administers Specialized Physical Health Care Procedures and other procedures (e.g. oxygen monitoring and administration of oxygen, tracheotomy care)
- Completes required annual trainings provided by the school nurse and related service therapists on all medical protocols
- Implements approved procedures while toileting/diapering students
- Assists in feeding students by following individual feeding plans
- Performs correct CPR and/or First Aid procedures when necessary
- Evaluates pupils' health status in accordance with the school nurse's directions
- Tracks student eligible medical support and inputs data
- Completes forms, logs and paperwork and training required for MediCal reporting
- Assists students with their personal needs
- Assists students with passive exercise plans
- Administers medication as prescribed as directed by the classroom teacher or school nurse
- Attends meetings as required

- Supervises assigned students on and off the bus, at recess, meals, on fieldtrips and all other times as directed by the classroom teacher
- May ride school bus to assist with students requiring medical care, as assigned during the regular work day
- Complies with the Monterey County Office of Education Board Policies, Superintendent Policies, and Administrative Regulations

OTHER DUTIES

Performs other job-related tasks as assigned

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 45 pounds, or up to 100 pounds with assistance; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience:

- Any combination of education equivalent to a high school diploma
- Any combination of post-secondary education, experience and training equal to five (5) years of MCOE Special Education classroom experience
- College level coursework and/or training in areas related to this position, including but not limited to LVN, CNA, Nursing, and Health Services may be counted toward the experience requirement. (e.g.: 24 units equals one year of experience)

Knowledge of:

- Correct use of specialized equipment used with the orthopedically disabled and developmentally delayed students
- Specialized toileting procedures used with orthopedically disabled and developmentally delayed students (e.g. colostomy care, catheterization)
- Specialized Health Care Procedures (e.g. catheterization, gastric tube feeding, suctioning, or other services that require medically related training)
- Operating manual and automated office equipment, including a personal computer

Skills and Abilities:

- Cope with emergencies and to work cooperatively within a team
- Physically participate in student activities outside the regular classroom (e.g. mainstreaming, recreational activities, field trips)
- Establish and maintain cooperative relationships with those contacted within the course of work

- Handle information in a discreet and confidential manner
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Exercise reasonable judgement in unusual circumstances
- Analyze situations accurately and adopt an effective course of action
- Work both independently and function effectively within a team setting
- Communicate effectively in the English language both orally and in writing
- Plan, formulate and execute clerical procedures and directives, in accordance with assigned duties
- Provide specialized health care procedures for students when trained by school nurse as outlined in State regulations

Desirable Qualifications:

- Ability to communicate effectively in the Spanish language, both orally and in writing

Licenses and Certifications:

- Possession of an appropriate, valid California Driver's License, and evidence of insurability
- Possession of valid First Aid and CPR certification
- Complete approved MCOE Crisis Intervention Program within six (6) months of employment and maintains valid certification

Available Stipends:

- There is a 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish, sign language, and Braille, as certified by MCOE
- There is a \$500 stipend for certification and willingness to administer emergency medications/procedures as defined by contract