



Classified Job Description

CSEA Revised: March 19, 2015
NJUHSD Board Revised: April 8, 2015
(Previously Approved: 12/15/2005)

Position Title:	LVN/PARAEDUCATOR, SPECIALIZED PHYSICAL HEALTH CARE
Contract Term:	9 months per year
Salary Range:	29

GENERAL DEFINITION:

Assists teachers and district nurses providing instructional and specialized physical health care procedures to students and performs a variety of general classroom assistance duties.

UNDER SUPERVISION OF:

Director of Special Education/District Nurse/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Implements IEP goals under the direction of the classroom teacher.
2. Implements/follows teacher's instructions of classroom procedure; reinforcement, philosophy and consistency.
3. Physically participates in physical activities that are part of the basic program.
4. Assists with the development and maintenance of health records and special education records.
5. Assist with behavior management programs and techniques.
6. Assists in classroom, one on one, small group and pupil instruction.
7. Understands, is aware of, and provides licensed care for medical needs of students under direction of District Nurse.
8. Responsible for functioning under the Licensed Vocational Nurse (LVN) scope of practice.
9. Administers prescribed medication following approved protocols, records medication and treatment given.
10. Complies with school policies/procedures including those applicable to any emergency involving a student.
11. Assists and instructs pupils in personal hygiene; feeding skills; toileting, tooth brushing and hand washing.
12. Lifts or assists with lifting students from wheelchairs to changing tables or designated areas.
13. Assists with maintaining classrooms and grounds in a neat and orderly condition.
14. Supervises students in cafeteria, grounds or bus loading.
15. Sanitizes classroom and equipment using approved materials.
16. Operates a variety of office equipment including a computer.
17. May need to transport or travel with student for school related activities.
18. May be required to work beyond the school day including evening and weekends.
19. Performs basic first aid/CPR and assists with student health monitoring. (The District will not hold employee liable as referenced in Govt. Code 820.2 & 825)
20. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
21. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent. Must have the ability to pass the Paraeducator/Instructional Aide exam or have completed two years of study at an institute of higher education or have an Associate of Arts (AA) degree or higher.

CERTIFICATES AND LICENSES:

Must possess a current California Licensed Vocational Nurse (LVN) License or a Registered Nurse (RN) License. Must possess a valid First Aid Card and CPR Certificate. Valid CA driver's license with good driving record and evidence of insurance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read, write and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to staff, parents, students and administrators. Ability to communicate clearly and concisely both orally and in writing.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Ability to work with emotionally impaired students. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff, and the community. Ability to perform duties with awareness of all district, state and federal requirements and Board of Education policies. Ability to provide specialized health care procedures consistent with LVN licensure.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to use hands and fingers to handle, or feel objects, tools, or controls and stoop, kneel, crouch or crawl. The employee is frequently required to bend at the trunk more than the average person. Occasionally the employee is required to lift or move up to 75 pounds such as to move students and equipment. Specific vision abilities required by this job include close vision and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment. The position is exposed to infection and injury at a greater risk than the average person.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud. The employee is exposed to infection at a greater risk than the average person. The employee is frequently required to interact with the public and staff and is directly responsible for the safety, well-being or work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional related duties and additional related duties may be assigned.