



## Classified Job Description

CSEA Revised: March 19, 2015  
NJUHSD Board Revised: April 8, 2015  
(Previously Approved: 6/14/2000, 11/2006)

Position Title:	<b>PARAEDUCATOR SPECIALIZED HEALTH CARE</b>
Contract Term:	9 months per year
Salary Range:	18

### GENERAL DEFINITION:

*Assists teachers and paraeducators providing specialized physical health care procedures to specific disabled students and performs a variety of general classroom assistance duties.*

### UNDER SUPERVISION OF:

Director of Special Education/Designee

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Implements IEP goals under the direction of the classroom teacher.
2. Under the direction of the classroom teacher, works with students individually or in small groups, tutoring, reinforcing or following up on the teacher's lessons.
3. Physically participates in physical activities that are part of the basic program.
4. Assists with the development and maintenance of clerical and special education records.
5. Assist with behavior management programs and techniques.
6. Assists in small group pupil instruction, classroom, small group and one-on-one pupil instruction
7. Understand and be aware of medical needs of students.
8. Assists and instructs pupils in personal hygiene; feeding skills; toileting, tooth brushing and hand washing.
9. Lifts or assists with lifting students from wheelchairs to changing tables or designated areas.
10. After training and with supervision, may administer specialized health care procedures.
11. Assists with maintaining classrooms and grounds in a neat and orderly condition.
12. Sanitize classroom and equipment using approved materials.
13. Operates a variety of instructional and office equipment including computers
14. 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)
15. May need to transport or travel with students for school related activities
16. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
17. Prepare lunches according to individual requirements. Assists students in eating and drinking including gastronomy feeding.
18. Work with students on gross motor equipment, assist students to sit up, crawl, and walk, including the use of walkers.
19. Assist with community integration including job coaching, shopping, safe walking skills, personal interaction, and communication skills.
20. Provide medical care including: setting up tubes for feeding, giving medications, monitoring and caring for student susceptible to seizure, suctioning of tracheotomy when needed, catheterizing students when needed, working with students who have chronic contagious conditions. Ventilator care and knowledge required.
21. Attend annual medical trainings and periodic updates as needed.
22. 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 valid First Aid Card and CPR Certificate. Valid California drivers' license with good driving record and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

**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 communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

**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 community. Ability to perform duties with awareness of all district, State and Federal requirements and Board of Education policies.

**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.

**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 related additional duties and additional related duties may be assigned.***