

<b>INSTRUCTIONAL/HEALTH CARE TECHNICIAN</b>
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**JOB SUMMARY**

Under the supervision of a site administrator, and the direction of the school nurse and certificated teacher, assist in the instructional program and behavioral management of students in a general or special education classroom or other instructional setting. Reinforce instruction in areas such as basic living skills, social interactions, academic development, and technology. Provide a variety of specialized health care services to students, ages infant through 15 years, who are medically fragile and/or at risk of life threatening health conditions.

**TYPICAL DUTIES**

Under the direction of a certificated teacher, reinforce instruction to individual and small groups of students in academic activities, basic living skills and other learning activities using a variety of core and/or alternative programs. Assist the teacher in modifying curriculum and instruction to meet the special needs of individual students. Assist in implementing Individualized Education Program (IEP) objectives when required. Assist in administering academic assessment tests. Assist in the organization and preparation of instructional materials. Correct student work and record appropriate data. Assist with supervision of pupils in the classroom and on the playground. Participate in physical education activities and swimming as assigned. Assist students in getting on and off school buses. Use behavior management skills in implementing behavioral strategies. Move and/or lift, position and assist students in the use of wheelchairs, classroom and playground equipment, bathrooms and other school facilities. Assist students with toileting as assigned. Supervise students in the absence of the teacher. Operate a variety of audiovisual equipment, electronic teaching machines and office equipment including typewriter, copier and computer. Assist in maintaining a clean and safe environment for students and staff. Following written procedures from a physician or school nurse, provide clinical care for students identified as needing specialized health care procedures that may include, but not be limited to, glucose monitoring and insulin injections, tube feedings, tracheotomy care, suctioning, catheterization, chest percussion, administration of oxygen, nebulizer treatments, administration of medication, etc. Assist students with orthopedic and other adaptive devices. Utilize CPR and First Aid techniques as required. Perform other related duties as assigned.

**JOB REQUIREMENTS**

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, possession of a current California nursing license (LVN or RN) and experience working with children in an organized setting or health care institution, preferably involving children with special needs. Possession of a certificate of proficiency in CPR and First Aid, issued by American Red Cross or American Heart Association or an approved agency.

**Knowledge of:**

Basic academic subjects taught in District schools including arithmetic, grammar, spelling, language and reading. Basic instructional methods and techniques. Child guidance principles and practices. Behavior management and positive reinforcement. Classroom procedures and appropriate student conduct. Knowledge of specialized health care procedures and equipment related to conditions such as allergic reactions, diabetes, or asthma. Operation of medical equipment such as suction machines, catheterization equipment, gastronomy feeding tubes, wheelchairs and walkers, etc. CPR, First Aid, and other emergency health procedures and techniques. Health, medical, and safety regulations and terminology. Modern office procedures and equipment including computers and assigned software. Record keeping methods. Correct English usage, grammar, spelling, punctuation and vocabulary. Interpersonal skills using tact, patience and courtesy. Oral and written communication skills.

**Ability to:**

Assist a certificated teacher in providing instruction to individual and small groups of regular or special education students in a variety of academic subjects, physical education, basic living skills and other assigned instructional areas as directed. Tutor students in assigned subject areas. Read, write and speak English proficiently. Perform basic mathematical computations quickly and accurately. Utilize behavior management techniques according to established guidelines. Provide support and assistance to a teacher in a learning environment and in implementing IEP objectives for individual students when required. Establish rapport students, including students with physical, emotional, and learning disabilities. Handle emergency situations in a calm and effective manner. Lift and maneuver students. Understand and follow oral and written instructions. Follow established district procedures and guidelines. Communicate effectively with students, staff and parents. Establish and maintain cooperative and effective working relationships with others. Operate instructional and office equipment, including computer and assigned software. Maintain confidentiality. Maintain up-to-date CPR and First Aid certificates.

**LICENSE**

Must possess and maintain a valid California nursing license (LVN or RN), a current certificate of proficiency in CPR and First Aid by an EMSA certified provider, and a California driver's license and the ability to qualify for District vehicle insurance coverage.

**PHYSICAL ABILITY**

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. While performing the duties of this job, the employee is regularly required to sit, stand, or walk for extended periods of time. Possess dexterity of hands and fingers to operate equipment and computer. Reach overhead and above shoulders. Bend at the waist, kneel or crouch to assist students. Restrain students who become physically aggressive. Hear and speak to exchange information and make presentations. See to read assignments and to monitor student activities. Push, pull, lift, and carry supplies and equipment. The employee must occasionally lift and/or move more than 75 pounds. The selected candidate must pass a physical examination and drug screening.

**WORK ENVIRONMENT**

Indoor and outdoor environment.

Hazards....potential exposure to communicable diseases and contact with blood and other body fluids....potential exposure to physical injury from aggressive behavior....potential exposure to duplication equipment chemicals.