

TITLE: INTENSIVE HEALTH AIDE

Definition: The aide will be employed by the district to care for handicapped students. The aide will: lift from 50 to 100 pounds, assist with toileting and personal needs, supervise in the lunchroom and playground, assist in the classroom and field trips, do clerical, housekeeping, instructional, and health duties.

QUALIFICATIONS:

1. Computer experience required
2. Strong written and oral communication skills required
3. Ability to establish and maintain cooperative relationships with students, parents, and staff.
4. Desire to work with handicapped
5. Special education experience preferred
6. Ability to lift students

REPORTS TO: The classroom teacher to whom assigned and/or the building principal

JOB GOALS:

Assist special education teacher in meeting educational needs of children as addressed in I.E.P (Individual Education Plan).

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. Clerical Responsibilities:
 - a. Manage classroom supplies and equipment
 - b. Duplicating
2. Housekeeping Responsibilities:
 - a. Maintain classroom facilities and materials
 - b. Prepare and supervise work areas
 - c. Maintain bulletin board
 - d. Supervise student clean up
 - e. Assist in restroom cleanliness
3. Non-instructional Responsibilities:
 - a. Help supervise playground and maintain equipment
 - b. Assist and supervise students in transit, bus duty assistant
 - c. Help children with self-care tasks
 - d. Assist in routine health tasks
 - e. Help supervise cafeteria
4. Instructional Responsibilities:
 - a. Correct student work
 - b. Observe child
 - c. Assist in preparing instructional materials
 - d. Tutor students

- e. Direct students in use of programmed materials
- f. Read and tell stories
- g. Carry out behavioral programs as defined
- 5. Health Responsibilities:
 - a. Assist handicapped children with toileting
 - 1) may include lifting
 - 2) may include undressing and dressing
 - b. Assist children in feeding as needed
 - c. Assist children in and out of wheelchairs, crutches, and braces
- 6. Physical Responsibilities:
 - a. Assist students to and from buses, a.m. and p.m.
 - b. Assist students with toileting and personal needs
 - 1) Changing diapers, emptying urine bags, changing stoma bags, changing sanitary napkins.
 - 2) Lifting and transferring students from chair to toilet and back
 - c. Assist students to and from therapy tank
 - 1) Undressing and dressing students for swimming
 - 2) Taking off and putting on hip and leg braces
 - d. Assist students in learning to use crutches or other devices
 - e. Assists students' mobility with use of the elevator
- 7. Performs other duties as assigned

TERMS OF EMPLOYMENT:

- 1. Number of days as per appointment letter.
- 2. Salary and benefits as per Board policy.

EVALUATION: Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation of classified personnel.

ADOPTED: July 14, 1992
 REVISED: February 6, 1996
 March 7, 2000
 STAFF HANDBOOK: August 2002
 August 2006