

**Job Title: PARA EDUCATOR HEALTH CARE**

**Definition:**

Under the general supervision of a certificated administrator and medical direction of a credentialed school nurse, perform standardized medical procedures necessary in providing specialized physical health care services to pupils with exceptional needs; to act as a paraprofessional assistant to a teacher in performing assigned tasks.

**Distinguishing Characteristics:**

Health Care Para Educators work with teachers who serve students with specific learning disabilities or other designations qualifying them for special education services as indicated on their Individual Education Program documents. Students in this context also may be medically fragile or have physical or medical concerns that warrant specialized care.

**Job Duties:**

The following tasks are categorized by essential and non-essential for this position. Incumbents in this classification may perform some or all of these tasks, or may perform similar, related tasks not listed here.

**Essential Job Duties:**

1. Assists teachers with classroom activities for pupils; gives guidance and provides an example for pupils in various areas such as academic learning, vocational skills, social skills, use of assistive technology, and personal hygiene
2. Under direction of teacher, provides individualized instruction by matching instruction to needs of each pupil; implements planned and scheduled activities, instructional goals and objectives, and pertinent health or behavior plans
3. Works cooperatively with others in providing specialized physical health care services and performing standardized procedures in compliance with legal requirements, rules, and regulations; may perform one or more of the following procedures, including care and use of equipment, as they pertain to the individual student after receiving appropriate training:
  - Suctioning
  - Tracheotomy tube care
  - Gastrostomy tube feeding
  - Catheterization
  - Colostomy, ileostomy
  - Oxygen administration
  - Emergency care as needed, including cardiopulmonary resuscitation or other life-sustaining efforts until paramedics or other medical assistance is available
  - First aid as needed
  - Administration of prescribed medication only as directed by credentialed school nurse
4. With assistance and direction, establishes and maintains daily documentation of specialized physical health care services and procedures. Updates and maintains

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medical records; initiates and completes reports and records, such as accident and incident reports

5. Assists lifting of pupils in and out of wheelchairs, braces, and other orthopedic equipment
6. Assists staff member in positioning pupils and in rendering various forms of personal care such as toileting and diapering, when needed; assists pupils in dressing, undressing, bathing, grooming, and eating and feeding
7. Accompanies or assists pupils to and from school bus or other transportation and in moving to and from activities on school site or campus; may ride with students on the bus to and from school; may accompany and assist certificated personnel during the transporting and instructing of pupils in off-campus or community-based settings

**Non-Essential Job Duties:**

1. Attends in-service and staff meetings as required
2. May participate as a member of the appropriate team or committee to assist staff with developing and implementing individual or site crisis management plans
3. Assists the teacher with establishing and maintaining a safe and supportive classroom environment
4. Performs routine clerical tasks, operates duplicating machines, assembles material for classroom projects, prepares material and masters, answers telephone, performs incidental typing tasks
5. Performs related duties as assigned

**Minimum Knowledge, Skill, and Ability:**

Knowledge of:

- Proper health care techniques and resources, including those outlined above in Essential Functions and Tasks, including:
  - Clean and sterile treatment techniques;
  - First aid procedures and techniques;
  - Community emergency medical resources;
  - **Must possess current cardiopulmonary resuscitation and first aid certificates from approved training programs.**
- Appropriate techniques in interacting successfully with children needing various academic and/or behavioral interventions or support
- Positive behavioral supports for students
- Basic math, simple record keeping
- English usage, spelling, grammar, and punctuation
- Sign language when required
- Computer and computer keyboarding

**NOTE:** When medical procedures are required as part of an individual student health plan, para-educators will be trained by certificated nursing staff or other appropriate staff according to State-approved standards and the para-educator will verify their comfort with the procedure by return demonstration.

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**Skill and Ability to:**

- Safely and skillfully perform the specialized health care services noted above, including successful operation of one or more pieces of special medical equipment after receiving appropriate training
- Recognize and effectively respond to emergency and/or hazardous conditions
- Maintain confidentiality of pupil records in accordance with legal requirements and policies
- Assist with maintaining on district-approved form(s) accurate daily written documentation of specific services performed
- Establish positive communication with pupils, and motivate them to participate in learning activities, maintain patience and tact in working with children with special physical/emotional needs
- Recognize the need to provide for personal privacy and dignity of the pupil
- Maintain emotional control under difficult situations and effectively react to emergencies
- Establish and maintain an effective working relationship with students and staff
- Learn and adapt to new procedures and conditions, and learn to tutor pupils in any subject matter or to work with pupils who have special learning needs
- Recognize and report safety hazards
- Maintain professional confidentiality.

**Training and Experience:**

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from high school or equivalent.

**AND**

- Completion of 30 college semester units in nursing or other appropriate health-related field

**OR**

- One year paid experience providing related health care services (a minimum of 2000 verifiable hours of related experience as a volunteer in a hospital or health care setting may be substituted for the paid year experience).

Completion of Special Education workshops or other approved specialized training for para-educators may substitute for six months of the one-year experience or six (6) of the college semester units.

**Physical Requirements and Working Conditions:**

- Requires vision (which may be corrected) to read small print
- Requires the mobility to stand, stoop, reach and bend
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Requires lifting, pushing and/or pulling which does not exceed 50 pounds and is an occasional aspect of the job

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- May require use of a multi-person lift or use of mechanical lifting equipment to lift or move students who weigh in excess of 50 pounds, or a student of any weight who may present other lifting problems
- Is subject to environmental conditions indoors and outdoors (wind, dust, and extreme temperatures), including walking on uneven ground
- Is subject to excessive noise
- May be required to take and pass a physical examination
- May require working with bio-hazards (bloodborne pathogens, human waste, etc.)

Range: 28

<b>Physical Demands:</b>	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing			X
Walking			X
Bending (neck)			X
Bending (waist)			X
Kneeling		X	
Reaching		X	
Stooping		X	
Crawling		X	
Twisting (back & neck)			X
Climbing		X	
Pushing/Pulling		X	

		<b>Lifting</b>			<b>Carrying</b>	
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.		X			X	
26 – 50 lbs.			X		X	
51 – 75 lbs.			X			

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data		X	

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Organize			X
Write			X
Plan		X	
Multi-Task			X

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier		X	
Computer		X	
FAX Machine	X		