

# Palm Springs Unified School District

## Paraprofessional - Health



### JOB DESCRIPTION

Palm Springs Unified School District  
A.R. # 4219.349

### PARAPROFESSIONAL - HEALTH

#### PURPOSE STATEMENT

The Paraprofessional - Health assists assigned personnel in the supervision and instruction of Special Education and other identified students as assigned; and performs clerical, medical, and health related procedures in support of the instructional process.

#### FUNCTIONS

- Responds to inquiries from staff (e.g. administrators, Program Specialist, Psychologist, Teacher, etc.).
- Implements, under supervision, instructional/behavioral programs and lesson plans.
- Monitors individual and/or small groups of special education students (e.g. field trips, classroom, bus, playground, lunch room, etc.) under the guidance of the classroom teacher.
- Performs record keeping and clerical functions (e.g. displays, bulletin board, copying, instructional materials, crafts, collecting & grading papers, etc.).
- Administers, under supervision, specialized health care procedures and assistance to medically fragile children (e.g. suctioning of tracheotomy, blood glucose testing, ostomy care, respiratory assistance, etc.).
- Prepares written and/or audio visual materials (e.g. daily log, recording observations, lesson materials, etc.).
- Lifts students.
- Instructs, under supervision, special education students, one on one or in small groups (e.g. math groups, providing proper examples, reading, behavioral skills, daily living skills, job shadowing, writing, verbal skills, etc.).
- Attends meetings as requested (e.g. inservice training, workshops, IEPs, etc.).
- Assists other personnel as may be required.
- Performs related duties as assigned.

#### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed above. First Aid and CPR Certification is required at time of employment.

**SKILLS** to apply medical methods and procedures within clearly defined guidelines; provide first and and CPR procedures; perform specialized health interventions such as oral suctioning, catheterization, gastronomy, tube feeding, and other procedures to assist medically fragil students with special needs; monitor, observe and report student health issues and progress according to approved policies and procedures; assist in positioning, moving and transferring students with multiple disabilities; ensure that tasks are performed in regards to Individual Education Plan requirements; adhere to safety practices; operate standard office equipment; prepare and maintain accurate records.

**KNOWLEDGE** of child guidance principles and practices; first aid and CPR procedures; basic subjects taught in district schools including math, grammar, language and reading; classroom procedures and appropriate student conduct; safe practices in classroom and playground activities; unversal precautions applicable to handling bodily fluids and other hazardous materials; proper lifting techniques; health standards and hazards; safety practices and procedures; emergency equipment and procedures as they apply to the position.

**ABILITY** to lift and position students; communicate with diverse groups; maintain confidentiality and use discretion; exhibit patience and compassion; work with frequent interruptions; learn, explain and apply applicable rules, regulations, policies, and procedures; maintain a clean, safe and orderly environment; understand and follow oral and written directions; handle emergencies in a calm and effective manner; adapt to changing work locations; set priorities; establish and maintain effective working relationships; work as part of a team; understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of vendors, district personnel and administrators; maintain consistent, punctual and regular attendance.

#### WORKING ENVIRONMENT/PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. The job is performed under some hazardous conditions.

Education High School diploma or equivalent.

#### Required Testing Certificates

Job-Related Proficiency Examination Valid Driver's License and Evidence of Insurability (desired)

Valid First Aid/CPR Certification

48 college units, or an AA degree, or be able to demonstrate college level skills by passing the No Child Left Behind proficiency test

Continuing Education/Training Clearances

None Specified Criminal Justice Fingerprint/Background Clearance

TB Clearance

Pre-placement Physical Exam

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Collective Bargaining Agreement between California Teamsters Public, Professional & Medical Employees Union, Local 911 General Employees Unit and Palm Springs Unified School District.

FLSA Status Bargaining Unit Salary Range BOE Approval Date

Non Exempt Teams 2 17 11/27/07

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