

Itinerant Licensed Health/Instructional Assistant

RANGE 56

BASIC FUNCTION:

An Itinerant Licensed Health/Instructional Assistant is responsible to the Special Education Director and works under the direct supervision of the district nurse. The Itinerant Licensed Health/Instructional Assistant is trained in basic nursing techniques and direct patient care. The Itinerant Licensed Health/Instructional Assistant provides specialized health care procedures as needed for designated students in the classroom and other school areas; and assists a teacher(s) or other certificated staff in providing curriculum instruction to students (children/adults).

REPRESENTATIVE DUTIES: Other duties may be assigned as required:

Responsible for functioning under the Licensed Registered Nurse (RN) scope of practice.
Provides specialized health care procedures as the needs of the students dictate and as approved and defined by the State Department of Education and Health Services and as instructed, monitored and directed by the school nurse.
Provides first aid, cardiopulmonary resuscitation, administration of insulin, and other physical health care procedures.
Moves students to/from the floor, changing tables and wheelchairs.
Assists in lifting students from wheelchairs and/or adaptive equipment.
Places and positions/repositions students in therapeutic equipment, pushes wheelchairs and assists with walkers.
Assists students with clothing, possessions or personal care such as feeding, washing and toileting and changing diapers.
Sanitizes and cleans portable toilets and supplies.
Completes accident and follow up reports.
Administers prescribed medication following approved protocols, records medication and treatment given.
Provides medical supervision to students being transported on school bus.
Provides services and related duties of the health program, i.e., clerical, ordering materials, and maintaining medical records related to the health status of students.
Uses a variety of study aids and techniques to reinforce skills.
Designs and prepares bulletin boards, displays of student work, charts, forms or other teaching aids.
Participates in behavior management plans.
Prepares a variety of instructional materials at the direction of a certificated instructor.
Assists with or operates a variety of audio-visual equipment such as VCR's, tape recorders, or other learning machines.
Organizes work areas and assembles learning materials, study aides, supplies, or assignment folders.
Participates in field trips.
Supervises students in cafeteria, playground or bus loading.
Responsible for complying with school policies/procedures including those applicable to any emergency involving a student.
Other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE:

Knowledge to perform basic practices of first aid, CPR, Universal Precautions, blood borne pathogens and communicable diseases.
Knowledge of principals and procedures or record keeping and reporting.
Knowledge of alphabetical, numerical and subject matter filing systems.
Knowledge of English usage, spelling, vocabulary, grammar and punctuation, and safe driving principles and practices.
Bilingual/bi-cultural skills in Spanish highly desirable.
Skills to perform non-technical tasks with an occasional need to upgrade skills due to changing job conditions.
Skills to operate modern office equipment including computers.
Skills to operate a motor vehicle safely.
Skills to communicate clearly and accurately, both orally and in writing.

ABILITIES:

Ability to respond appropriately in emergency situations.
Ability to read and comprehend medical terms.
Ability to remain calm in stressful situations.
Ability to understand, manage and relate to students who have behavioral problems, learning and physical disabilities.
Ability to adapt to individual needs of teachers and students and work with interruptions.
Ability to work harmoniously with students, staff, parents and guardians.
Ability to be dependable and punctual.
Ability to recognize the first aid and health needs of students and make decisions to report to school nurse.

Ability to report changing medical status to the school nurse.

Ability and willingness to be trained and receive updated training in the use of specialized physical health care procedures and behavior intervention techniques for the developmentally delayed.

EDUCATION:

High school diploma or equivalent.

California Licensed Vocational Nurse (LVN) License or a Registered Nurse (RN) License.

EXPERIENCE:

Any combination of training and experience, which demonstrates ability to perform the duties described;

Experience with students or groups of children or work experiences in a medically related field highly desirable.

CERTIFICATES & LICENSES:

Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Must possess a current California Licensed Vocational Nurse (LVN) License or a Registered Nurse (RN) License.

Must possess a valid First Aid Card and CPR Certificate.

WORK ENVIRONMENT:

Work is performed in an office or school environment, continuous contact with students, staff, and representatives of other agencies.

PHYSICAL REQUIREMENTS:

The usual and customary methods of performing the job's functions requires the following physical demands: ability to lift 50 pounds; sufficient strength to lift non-ambulatory students, lift and move adaptive equipment, and restrain students as needed according to established guidelines and procedures;

Sufficient body movement and mobility to demonstrate gross motor activities, and climb in and out of vehicles.

Manual dexterity to operate a telephone and enter data into a computer.

Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time.

Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts.

Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.

Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings.

Facility to drive an automobile.

Facility to determine and differentiate colors

EMPLOYEE GROUP: Classified

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

Board Approved 4/19/17

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.

