

**Grass Valley School District  
Job Position #TBD**

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<b>POSITION TITLE:</b>	<b>SPECIALISTS' AIDE – HEALTH SUPPORT</b>
<b>PLACEMENT:</b>	<b>CLASSIFIED SALARY SCHEDULE, POSITION RANGE E; 180 DAY EMPLOYEE</b>
<b>REPORTS TO:</b>	<b>DIRECTOR OF SPECIAL EDUCATION AND CATEGORICAL PROGRAMS / SITE PRINCIPALS</b>

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**SUMMARY:**

Under supervision of an assigned supervisor, provide health services to students. In addition to the duties and responsibilities enumerated for general classroom aides, health support aides have other duties and responsibilities that are listed below.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

- Provide assistance to students who are ill while at school in cooperation with the School Secretary
- Provide first aid to students within the limits of training and authorization to students who are injured at school
- Administer medication to students in accordance with district policy
- Perform clerical duties including maintaining records, student data sheets and records of student progress; preparing a variety of reports including incident reports regarding action and safety of students as necessary
- Maintain student health records at the direction of the School Nurse
- Perform catheterization and/or diaper changing under the direction of the School Nurse for child(ren) at school sites
- Maintain health supplies, equipment and facilities at the direction of the School Nurse
- Provide attendant services to students with special needs as directed by the Director of Special Education or School Nurse
- Assist School Nurse with all mandated students health screenings, as required
- Communicating with teachers, specialists and therapists concerning strategies, programs and materials to meet student needs; serving as a liaison for certificated staff and other specialists regarding parent questions and concerns
- Collaborating with team members to support students' needs and progress
- Assisting in the planning for and completing the inventory of supplies, collecting, assembling and distributing materials and equipment to meet the learning needs of the students.
- Adhering to all health and safety practices and procedures; assisting in maintaining a clean and orderly classroom and indoor and outdoor learning environment
- Responding to students with seizures or other medical conditions needing monitoring, specialized response protocols or instructed interventions for their participation in the school day; documenting seizures or other identified conditions per protocols or interventions and completing required record keeping
- Assisting students in the use and care of various orthopedic devices including performing simple maintenance tasks on wheelchairs, walkers, and other equipment or other assistive devices; as appropriate and as needed; under direction and guidance of certificated staff and specialists
- Performing special feeding and positioning techniques as prescribed; administering specialized health care procedures; administering prescribed medication to students under the direction of teacher, therapist, nurse, or specialists.
- Assisting students with self-help and personal hygiene skills including but not limited to feeding, tooth brushing, toileting, and dressing; perform diapering and toilet training activities and techniques as developed by the school nurse
- Inform the School Nurse or School Site Principal of any serious student illness, condition or evidence of possible abuse. Note: The position is subject to the mandated reporting laws.
- Inform School Nurse and /or site administrator regarding difficulty with parent communication
- Medi-Cal Administrative Activities (MAA):
  - Provide information to children and/or their parents about the Medi-Cal system and where and how to access applications
  - Clerical Support for Medi-Cal eligibility outreach
  - Clerical support for health service referrals
- Attend in-service training for the purpose of maintaining and/or enhancing skills.
- Confer with nurse, teacher, and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' health needs and/or progress
- Other related work as required

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**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE**

- High School Diploma or Equivalent
- Complete 48 units of post-high school study OR obtain an AA degree or higher OR pass the GVSD locally designed Highly Qualified Assessment for Teaching Assistants
- First aid and/or medical training preferred

**CREDENTIALS AND/OR SKILLS AND ABILITIES**

- Establish and maintain cooperative and effective working relationships
- Obtain appropriate first aid and CPR certification
- Analyze and resolve non-disciplinary problems
- Speak, read and write English
- Demonstrate a patient understanding and receptive attitude toward students
- Perform routine clerical duties such as filing and duplicating instructional materials
- Operate computer and other standard office equipment
- Work with discretion and confidentiality with student information
- Interpret and explain policies and procedures
- Plan and organize work schedule and meet timelines
- Understand and carry out oral and written directions
- Understand early childhood development and the basic needs and requirements of children
- Communicate with District staff and a diverse group of students and parents, sometimes in a stressful situation, using tact and diplomacy

**CERTIFICATE REQUIREMENTS**

- Valid CA Driver's License
- TB Test (Current within last 4 years)

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees in this position will be required to work indoors and outdoors in a school environment and come in direct contact with students, Grass Valley School District staff, and the public. The employee will interact with students and be responsive to first aid needs of students in cases of illness/injuries while on the school site. The noise level in the work environment is usually moderate but can become loud in some circumstances.

**MACHINES AND/OR TOOLS USED**

1. Computer, telephone, two-way radio/cell phone, photocopier, pen, paper, books, instructional materials, markers, scissors, art supplies, games, paper cutter, die cut machine, laminating machine, television, overhead projector, DVD/CD players, CD's/DVD's, sports equipment, gardening shovels, microwave, refrigerator, kitchen utensils, vacuum cleaner, etc.

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**PHYSICAL REQUIREMENTS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

1. Persons performing service in this position will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
2. This type of work involves sitting most of the time, but will involve walking or standing for extended periods, inside and outside.
3. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
4. Applicants must be able to speak clearly, hear normal voice conversation, stand, walk, sit, use a computer, use a telephone, and work without guidance from a supervisor.
5. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**Endurance**

Sit	0-30 min.
Stand	0-5 min.
Walk	0-5 min.
Drive	0-30 min.
Keyboarding	0-5 min.

**Minutes At One Time**

**Total Hours In An 8-Hour Day**

3-5
0-2
0-2
0
0-2

	NVR 0%	RARE 1-5%	SELD 6-19%	OCCAS 20-33%	FREQ 34-66%	CONT 67-100%
<b>LIFT</b>						
1 - 10 lbs.					X	
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75	X					
76 - 100	X					
<b>CARRY</b>						
1 - 10 lbs.					X	
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75	X					
76 - 100	X					
<b>PUSH</b>						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X(1)				
76 - 100		X(1)				
<b>PULL</b>						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X(1)				
76 - 100		X(1)				

	NVR 0%	RARE 1-5%	SELD 6-19%	OCCAS 20-33%	FREQ 34-66%	CONT 67-100%
Bend/Stoop				X		
Twist				X		
Crouch/Squat				X		
Kneel				X		
Crawl		X				
Walk-Level					X	
Walk-Uneven		X				
Climb Stairs		X				
Climb Ladder		X				
Reach Shoulder			X			
Use Arms						X
Use Wrists						X
Use Hands						X
Handling						X
Fingering					X	
Foot Control				X		
<b>ENVIRONMENT</b>						
Inside						X
Outside				X		
Heat	N	O	R	M	A	L
Cold	N	O	R	M	A	L
Dusty	N	O	R	M	A	L
Noisy	N	O	R	M	A	L
Humid	N	O	R	M	A	L
<b>HAZARDS: Blood Borne Pathogens and/or bodily fluids</b>						
Mechanical	Radiant		Explosive			
Burns	Electrical		Other			

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**SPECIAL NOTES:**

1. May be required to assist in restraining students weighing up to and in excess of 150 lbs.

Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. 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 Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I, \_\_\_\_\_ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date