

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Unit B
Class Codes

HEALTH CARE ASSISTANT
HEALTH CARE ASSISTANT (MALE)

4700
4701

DEFINITION

A Health Care Assistant assists teachers and nurses by helping in the training and education of disabled students by presenting educational material or exercises and applying approved medical procedures. The male-designated class is used for positions that require intimate physical care of male students.

TYPICAL DUTIES

Performs or assists the School Nurse with basic nursing care and protocols. These protocols may include: catheterization, gastrostomy tube feeding, oral suctioning, ostomy care, tracheostomy suctioning, and other procedures as assigned by the School Nurse.

Performs a variety of activities pertinent to training, disciplining, and tutoring in order to inculcate habits, knowledges, and skills in disabled students.

Presents lessons to a student or group of students and may check accuracy of students' work and present additional assignments as directed by the teacher.

Keeps routine records related to attendance, grades, test scores, and lunch money.

Operates audio-visual equipment and uses other materials and methods to assist teachers in presenting educational subjects to students.

Assists students in using books, classroom materials, and equipment.

Carries out the instructions of a Supervising Special Education Assistant or certificated employee to implement special physical handling, care, or exercises prescribed by doctors, nurses, or therapists.

Cleans medical equipment as prescribed by the School Nurse.

Administers prescribed medication as directed by the School Nurse.

Assists teachers in maintaining discipline and encouraging acceptable behavior by the students.

Assists teachers in directing learning activities and acts as play leader for assigned groups of students.

May assist teachers on field trips by helping students meet physical needs, maintaining discipline, and reinforcing learning situations.

May lift disabled students in and out of holding or locomotive devices and on and off buses.

May extract or rephrase portions of textbooks and classroom instructions.

May work with teachers, agencies, and private companies to assist in making job placements for disabled graduates of vocational courses and may take students to job interviews.

May make minor adjustments on special equipment, such as wheel-chairs, crutches, braces, standing tables, and gurneys.

May obtain food from kitchen, serve food, and feed students or help them feed themselves.

May supervise a group of disabled students in the temporary absence of the responsible teacher.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Health Care Assistant performs authorized medical procedures for disabled students in addition to performing the duties of a Special Education Assistant.

A Supervising Special Education Assistant supervises Special Education Assistants, Trainees, and Health Care Assistants, and coordinates scheduling and assignments to classroom, playground, and cafeteria duties.

A Special Education Assistant assists teachers in the presentation and positive reinforcement of instructional materials and cares for the physical needs of students with disabilities.

The Male counterparts of these classes perform the same duties as the basic class and provide physical care of an intimate nature for male students.

SUPERVISION

General supervision is received from a Supervising Special Education Assistant or a certificated administrator. Technical supervision over special medical procedures is received from a School Nurse. No supervision is exercised over other employees.

CLASS QUALIFICATIONS

Knowledge of:

- Physical and emotional needs of students at various age levels
- General nature and causes of physical, mental, and emotional disabilities
- First-aid techniques
- Oral suctioning, gastrostomy tube feeding, catheterization, tracheostomy suctioning, and ostomy care
- Functioning of special equipment, such as wheel chairs and braces

Ability to:

- Speak English clearly
- Gain students' confidence
- Communicate and relate effectively with students and parents
- Act calmly and effectively in emergencies
- Take orders and follow instructions accurately
- Operate a variety of medical equipment such as catheterization equipment, gastrostomy feeding tubes, and oral suction machines

Special Physical Requirements:

- Ability to speak clearly and loudly enough to be heard throughout a classroom
- Ability to safely lift and carry or assist in lifting and carrying students of varying weights
- Manual dexterity sufficient to provide medical treatments

ENTRANCE QUALIFICATIONS

Education:

In compliance with the Every Student Succeeds Act (ESSA) of 2015 and other related legislation, candidates for this classification must meet the following standards:

Paraprofessionals who provide instructional assistance are required to pass the District Proficiency Test and possess a high school diploma or equivalent and one of the following:

Completion of 48 semester units or 72 quarter units from a recognized college or university;

OR

Possession of an associate's or higher degree, from a recognized college or university;

OR

Receipt of a passing score on the Instructional Assistance Test;

AND

Twelve college semester units or 18 quarter units in courses such as child growth and development, sociology, psychology, health, education, or courses directly related to the physical care or psychology of the disabled are required. Additional courses in art, English, history, mathematics, and nursing are preferable.

Experience:

One year of paid experience assisting teachers in providing classroom instruction and in caring for the physical and social needs of students with disabilities.

or

One year of paid experience in an education program for children with disabilities and current status as a permanent Special Education Assistant.

Special:

A Los Angeles Unified School District Food Handler's Certificate must be obtained upon appointment and renewed annually.

A First-Aid Certificate issued by the American Heart Association or American Red Cross must be kept valid during the term of employment.

A CPR Certificate issued by the American Heart Association or American Red Cross must be kept valid during the term of employment.

Ability to speak a foreign language may be required for some positions.

Successful completion of the District Health Care Assistant class is required at the time of appointment.

A valid California Driver License and use of an automobile may be required for some positions.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
06-14-18
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