

**WINDSOR  
UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: Licensed Nurse/Teacher's Assistant**

**DEFINITION**

To provide specialized physical health care services to students; to maintain records documenting the provision of health care procedures; to assist designated staff members in appropriate specialized health care procedures; and to evaluate symptoms/procedures which may need further medical diagnosis, investigation, or follow-up.

**DISTINGUISHING CHARACTERISTICS**

Employees in this classification receive direct and indirect supervision from the school nurse regarding health-related training. General supervision within a framework of well-defined policies and procedures is provided by the Site Administrator and/or the Director of Student Support Services. This job class assists assigned school nurse and other certificated staff to meet the specialized physical health care needs of designated students. Employees in this job class may perform such functions as catheterization and instruction on self-catheterization, gastrostomy tube feedings, tracheotomy suctioning, diabetic care and other specialized procedures in accordance with medical orders/procedures and clearly defined instructions. This job class requires specialized training in designated procedures as well as a high degree of positive contact with students and certificated staff. Duties may also include classroom instruction and health care. When not attending to the specialized health care needs of assigned student/students, the employee assists the certificated employee(s) in providing classroom instruction or may be assigned other health service duties. This classification requires a Nursing License certification. Employees are expected to provide first aid and life saving techniques to students.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES**

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below.

- Executes medical orders/instructions for the physical care of special education students who are medically disabled; performs specialized health care procedures, administers medication, and maintains required documentation and records
- Administers medications according to physician orders and under the direction of assigned school nurse; fills medication containers and distributes to appropriate classrooms; ensures the security of medications by placing in locked cabinets and ensuring all medication containers are accounted for; monitors medication supplies and contacts parents/care providers when supply is low
- Maintains records on physical care services provided and procedures performed; charts feeding, suctioning, and medication administered on a daily basis
- Administers first aid and handles medical emergencies in absence of the school nurse and following established guidelines and procedures

- Monitors inventory of appropriate materials and supplies needed to administer specialized health care procedures; ensures adequate supply levels are maintained and checks equipment periodically for proper functioning and to ensure sanitary standards are met
- Assists in the supervision and monitoring of students in the classroom, during recess/breaks, on field trips, etc. as assigned
- Assists in physically positioning and/or transferring/lifting students as required; lifts, turns, and moves students from place to place
- Assists in the supervision and monitoring of students to maintain effective learning and/or safe play/recreational environments; notes behavioral and other problems observed; reinforces designated discipline management program as appropriate
- May assist in the school classroom to provide instructional, clerical, or personal needs support to individual/group students
- Assists in re-ordering site first aid supplies and maintaining disaster preparedness supplies
- Maintains open communication with the school nurse regarding student health issues
- Assists in providing general clerical support such as answering telephones, maintaining logs, and filing records as assigned
- Performs kneeling, stooping, standing, and lifting activities in the performance of required daily activities
- Responds to emergency situations involving students and student behavior on a routine basis
- Performs related duties similar to the above in scope and function as required

### **REQUIRED QUALIFICATIONS**

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 individuals with disabilities to perform the essential functions.

### **KNOWLEDGE OF:**

- First Aid and CPR procedures
- Proper English usage, spelling, grammar, and punctuation
- Effective record keeping practices and procedures

### **ABILITY TO:**

- Maintain confidentiality of school-related information
- Respond appropriately and calmly in emergency or stressful situations
- Read and comprehend medical terminology
- Recognize varying symptoms which may need further medical diagnosis, investigation, or follow up
- Communicate student health issues to school nurse and principal
- Learn, strictly follow, and effectively apply specialized physical health care procedures to medically disabled students that may include gastrostomy tube feedings, tracheotomy suctioning and other specialized procedures as required and in accordance with medical orders

- Learn, strictly follow, and effectively apply medication administration requirements and procedures
- Understand the needs of the medically disabled special education students and effectively relate to these needs
- Understand and effectively communicate in both oral and written form
- Assist severely handicapped students with personal hygiene and grooming functions such as toileting, diapering, and feeding
- Establish and maintain a variety of records related to the provision of specialized physical health care procedures
- Maintain and monitor designated equipment and supplies needed for specialized health care procedures in a sanitary and effective manner
- Analyze situations and take appropriate action according to established procedures and emergency medical guidelines
- Operate standard office equipment including typewriter, computer terminal, calculator, and copier
- Meet the physical requirements necessary to safely and effectively perform required duties including positioning students
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Understand, manage and relate to students who have behavioral problems, learning and physical disabilities
- Adapt to individual needs of teachers and students and work with interruptions
- Be trained and receive updated training in the use of specialized physical health care procedures and behavior intervention techniques for the intellectually impaired (as identified by the California Department of Education)
- Pass a pre-employment physical examination related to job duties/assignments and in accordance with state education codes

## **EXPERIENCE AND EDUCATION**

### **EXPERIENCE:**

- Any combination of training, education and experience which demonstrates ability to perform the duties as described; experience with students or groups of children or work experience in a medically related field.

### **REQUIRED EDUCATION AND LICENSES:**

- High School diploma or equivalent. (California law requires that all instructional assistants (aides) pass instructional aide proficiency tests in reading, language usage and math, equivalent to a graduating senior of the attendance area high school)
- Possession of a valid registration as a Licensed Vocational Nurse or Registered Nurse in the State of California, including requirement for administration of prescribed medication
- Possession of a valid California driver's license
- Possession of a valid standard first aid card and a cardiopulmonary recitation certificate

**PHYSICAL DEMANDS:**

With or without the use of aids, ability to lift 50 pounds; sufficient strength to lift non-ambulatory students, lift and move adaptive equipment, and physically restrain and control a student up to 150 pounds with assistance; sufficient body movement and mobility to demonstrate gross motor activities, climb in and out of vehicles; sufficient vision to read printed materials; sufficient hearing to hear normal and telephone conversations; manual dexterity to write and use telephone and other business/office machines.

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