



Fremont Unified School District

Classified Job Description

Specialized Physical Healthcare Paraeducator

Definition

Under the supervision of the Director of Special Education or designee and to receive direction from certificated staff, the Specialized Physical Healthcare Paraeducator will assist in the training and support of Special Education Paraeducator I and II in a variety of functional areas that include use of assistive technology, medical procedures, behavior management techniques, health care plans in conjunction with teacher and principal input, and leading social skills group. This individual will assist with the supervision and training of students with mild to severe needs that includes the implementation of programs focused on modeling and training of staff.

Distinguishing Characteristics

This individual will provide services and train other employees in the stated skill areas in addition to equipment related to students who are deaf or hard of hearing, and specialized healthcare procedures (including but not limited to; catheterization, nebulizer treatment, tracheotomy suctioning, blood glucose monitoring, gastrostomy tube feeding, infusion, and ostomy procedures).

Essential Duties and Responsibilities

Instructional Support

- Assist with the implementation of goals and objectives of student's Individualized Educational Program.
- Coordinate program implementation and collaborate with staff and other service providers.
- Reinforce instruction to individuals or small groups of students by assisting or tutoring them.
- Provide behavior support and examples in social, emotional and functional skills, as applicable to the program; monitor and support positive behavioral programs as defined by the IEP.
- Interact with students in their activities; encourage performance, observe progress, collect data, and share observations with instructional and nursing staff.
- Work with students during activities and assist supervisors with cleanup after activities.
- Assist with usage of equipment to support students with low-incidence disabilities (i.e. blind/visually impaired, deaf/hard-of-hearing, and orthopedic impairment).
- Assist students with the use of regular and/or specialized computers, assistive technology devices, and a variety of software as appropriate.
- Support with student data collection procedures as necessary.
- May attend IEP meetings upon request to provide input on student progress and assist with vocational skills per the IEP.

Student Safety

- Provide specialized health care procedures to students under the direction of nursing staff; monitor required medical supplies or equipment, assist in the appropriate administration of medications.
- Provide supervision and aid in activities such as field trips, rest time, attendance, playground, meal service and arrival and departure of students.
- Assist in maintaining the safety of students and staff in the classroom, playground and other locations.
- Assist in maintaining supervision in the classroom, including the instruction of paraeducators in the appropriate performance of classroom duties.
- Assist students with personal care and follow accepted principles, practices, rules and regulations in regard to

feeding, toileting, lifting and caring for students in the classroom.

- Participate in the Side by Side lift as trained, with two people assisting, not to exceed 120 pounds.
- Participate in the Upper Lower Body Lift as trained, with two people assisting not to exceed 120 pounds.
- Participate in the safe operation of a Hoyer Lift as needed.
- Maintain strict confidentiality.

Clerical and Records Support

- Assist in data collection, maintaining accurate records, and documentation pertaining to behaviors and specialized physical health care needs.
- Operate various types of classroom and office equipment; arrange bulletin boards and materials.
- Coordinate communication between other specialists and classroom staff.

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.

Successful Experience in:

- Automatic External Defibrillator (AED)
- First Aid and Cardiopulmonary Resuscitation (CPR)
- Basic Medical Information
- Specialized healthcare procedures, including but not limited to; catheterization, nebulizer treatment, tracheotomy suctioning, blood glucose monitoring, gastrostomy tube feeding, and ostomy procedures, various assistive technology devices
- Proficient English usage, including spelling and grammar
- Basic mathematics skills
- Record keeping and report preparation methods

Skill and Ability to:

- Work efficiently, independently, positively, patiently and neutrally, displaying mature self-control with students of varying disabilities, age groups, staff and parents.
- Instruct students in a variety of social, learning, emotional and functional activities, including the use of specialized computers.
- Oversee and facilitate small group instruction.
- Learn how to use audio-visual, a variety of assistive technology, and office equipment (including a computer).
- Perform routine office or reference work that may include basic computer applications.
- Relate successfully to student and staff needs.
- Understand and carry out oral and written directions.
- Identify and respond to behavioral or medical emergencies in a calm and resourceful manner.
- Establish and maintain cooperative working relationships.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this classification, the incumbent may be required to use fine motor skills, stand, run, walk, crawl, crouch, kneel, sit, talk, hear, and reach with hands and arms. Must be capable of participating in the Side by Side lift of students, as trained, with two people assisting, not to exceed 120 pounds; and capable of participating in the Upper Lower Body Lift of students, as trained, with two people assisting not to exceed 120 pounds. The employee may occasionally be required to lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Must possess mobility to work in a classroom using specialized educational materials like medical equipment and a computer; strength and stamina to lift and move students and engage in strenuous physical activities; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the incumbent regularly works in environmental conditions. The employee will be required to travel to various locations. The employee may be required to attend overnight field trips, early morning and evening meetings, and work evenings or weekends. Individual is subject to change of schedule and/or assignment at any given time; flexibility is required.

Education

Equivalent to graduation from high school. Supplemental coursework related to dealing with individuals with severe physical, emotional, intellectual, behavioral, and social needs.

Experience

Two years experience working with students (ages 3 to 22) with physical disabilities, emotional disabilities, medically fragile, or learning disabled including autism. Some experience modeling and training individuals who work with special education students. Experience dealing with medically fragile individuals.

Licenses/Certifications

- Meet all *No Child Left Behind* criteria.
- Possess a recent First Aid/ CPR/ AED Certificate (within the last 2 years).
- Training non-violent crisis intervention.
- Must possess a valid California Driver’s License and safe driving record.
- May be required to teach CPR and/or CPI.
- U.S. proof of residency.

Required Testing: Pre-Employment Proficiency Test may be required

Clearances: Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

N: 6/99 R: 2/03 R: 06/14

Salary Range

CSEA 68

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

For the complete FUSD Board Policy 4030 Nondiscrimination in Employment visit the FUSD website: <http://www.fremont.k12.ca.us/domain/19>.