

**Enterprise Elementary School District  
Classified Job Description**

**Job Title:** Special Education Personal Health Aide  
(Classified Position)  
**Department:** Instructional Services  
**Reports To:** Site Principal  
**Range:** C  
**Prepared By:** Human Resources Clerk  
**Revised Date:** December 19, 2002  
**Approved By:** Board of Education  
**Approved Date:** February 3, 2003

**SUMMARY-** Under the direction of the site principal, and indirect supervision of a school nurse, performs varied supervised instructional and non-teaching health care as defined in the California Administration Codes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES-** Provides specialized health care including, but not limited to the following. Other duties may be assigned. Specialized feeding, dispensing medication, toilet assistance, health care needs, etc. Participates in daily and long range lesson and classroom activities and environment in order that students may learn. Alerts teachers of special needs of individual students. Provides escort and assistance to students as needed. Maintains individual records for each student as directed by the school nurse or other appropriate individual. Works in small groups of students as assigned. The SEPHA Aide performs other duties which are reasonably related to above.

**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 enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE-** A high school diploma or general education degree (GED). Effective 01/01/03, any schools in the Enterprise Elementary School District where the paraprofessionals are funded by Title I, two years of college education with 48 college credits, or an AA degree, or the passing of a state approved assessment proficiency test, is required. One year of experience in a similar position. Ability to understand and work effectively with students with physical handicaps, discipline and behavioral problems. Must be sensitive to the needs of children who have qualified for placement in the Special Education Program. Ability to understand and follow oral and written instruction. Ability to perform simple clerical work: adequate typing skills, filing, knowledge/experience of modern office equipment. Ability to maintain harmonious working relationships with teachers, other employees, students and parents. Must possess and maintain a current CPR card and First Aid Safety card. Must have passed Instructional Aide Proficiency Test. Must possess and maintain a current California Driver's License. Must have reliable transportation.

**LANGUAGE SKILLS-** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents, and other employees.

**MATHEMATICAL SKILLS-** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY-** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**CERTIFICATES, LICENSES, REGISTRATIONS** – Effective 01/01/03, AA degree or 48 college units; or certificate of passage of state authorized proficiency examination for any paraprofessional whose position is funded by Title I; Instructional Aide Proficiency Certificate from Shasta County Office of Education

**PHYSICAL DEMANDS-** A pre-placement physical examination is required. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT-** The work environment characteristics described here are representative of those an 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. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.



CSEA President

1-16-03

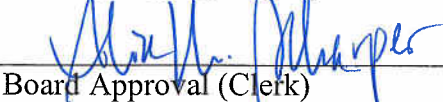
Date



Director of Human Resources

12-20-02

Date



Board Approval (Clerk)

2-05-03

Date