

**TRI-COUNTY SPECIAL EDUCATION JOINT AGREEMENT
JOB DESCRIPTION**

TITLE: Teacher-School Health Aide

Qualifications:

1. High School Diploma or GED
2. **Sixty** hours of college level credit , preference given to Associates Degree or higher education and/or
3. Pass Work Keys or ETS Para-Pro Assessment
4. Preference given to individuals with experience working with disability category of hire
5. All aides must obtain the **Licensure and register credentials with the Illinois State Board of Education.**

REPORTS TO: As assigned:

1. Building Principal
2. Technical Assistant Supervisor
3. Daily work load to be determined by student needs as determined by assigned classroom teacher.

GENERAL: Under the guidance and supervision of the teacher, a primary goal of the teacher-school health aide is to assist the teacher to provide an organized and effective learning environment for students, redirect students when needed per the student's behavior intervention plan, and assist with activities of daily living if necessitated by the student's medical condition.

TERM: Generally a (9) nine month contract based on 176 work days. Hours to be determined by supervisor, based on building assignment and student needs. Extraordinary Care Aide if not informed in advance that their assigned student is absent, shall be assigned other duties on that day.

PERFORMANCE RESPONSIBILITIES:

1. Training will be required of all teacher-school health aides. The extent and content of training will be determined by the program supervisor and/or authorized by the Director of Special Education. The purpose of the training will be to acquire skills as may be necessary to meet the specific or unique needs of students in the classroom.
2. Carry out learning activities which are consistent with teacher direction and the students' Individualized Education Program (IEP).

3. Function as a team member by showing initiative, being prompt and punctual in attendance, contributing to a positive learning and work environment, and lending special expertise and talents.
4. Carry out school approved behavior management plans with teacher direction.
5. Responsible for daily record keeping and providing feedback on student performance as assigned.
6. Carry out routine duties such as supervision of recess, bus, mealtime, and hallway duties; record keeping such as student attendance and lunch money; preparation, maintenance, and inventory of materials; straightening, washing tables, putting materials away, clean-up after snack, etc.
7. Observe and provide for the health and safety of all students including the provision of special health and hygiene procedures. Assisting students with Health Related Service Activities as required according to individual student needs.
These Activities include:
 1. Ambulation and transfer
 2. Food and Nutrition: Aides will be adequately trained by the school nurse to do tube feedings.
 3. Toileting
 4. Behavior Intervention
 5. Hygiene and other specific activities based on student's needs. These activities may require lifting, bending, kneeling, squatting walking and working with equipment used for Physical and Occupational Therapy.
 6. Daily documentation log of HRS (Health Related Services) is required on HRS form.
8. Responsible for attending Tri-County Early Childhood screenings, conducting screening procedures with children and providing feed-back to parents.
9. Demonstrate ethical use of confidential information.
10. Assist in the development of motor skills such as positioning, range of motion, weight bearing, endurance, and coordination.
11. Assist in the development of communication skills which may include sign language, language boards, and specialized instruction.
12. Assume responsibility for conducting activities as per general school guidelines, policies and procedures.

13. Acquire new skills by assisting in the identification of inservice needs and participate in in-service sessions including staff meetings under the direction of the appropriate supervisor (s).
14. May assist the teacher in parent-child contacts on a weekly basis and preparing appropriate lessons for each child seen under the supervision of the teacher.
15. Must be able to lift a minimum of 50 pounds individually and 75 pounds with assistance.
16. Perform vision and hearing screenings if certified and assist in all child find activities. Aides with vision and hearing certification can anticipate spending approximately 10% of their time with child find activities. Those without certification will spend approximately 5% of their time with child find activities.
17. Assist in the office with assimilating and stapling materials as time permits or as needed. May assist as a temporary assignment in office or janitorial as needed.
18. Assistance with supervising students on field trips.
19. Participation in Non-Violent Crisis Intervention (CPI) both verbal de-escalation techniques as well as physical intervention when necessary.
20. Perform other duties as assigned consistent with institutional need.

INTEGRATION of TECHNOLOGY:

1. Demonstrates continual growth in technology knowledge and skills to stay abreast of current and emerging technologies.
2. Participate in the plan and design of effective learning environments and experiences supported by available software and technology.
3. Assist in the implementation of curriculum plans that include methods and strategies for applying technology to maximize student learning in the curriculum of one's subject area(s) and/or grade level(s).
4. Apply technology to facilitate a variety of effective assessment and evaluation strategies.
5. Able to learn and use email, school attendance program, and electronically complete and submit time sheets.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) 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.