

Civil Division: Sauquoit Valley Central School
Jurisdictional Class: PJC – Pending Jurisdictional Classification
EEO Category: Paraprofessionals
Adopted: 08/23/11

SCHOOL HEALTH ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: The work of this class involves responsibility for assisting in the care of handicapped and/or special education students attending school. An employee in this class performs work under direct supervision of a school administrator or other designated supervisor, in accordance with established policy and routine. This position requires the ability to lift students. The employee may also be responsible to administer simple treatments and to perform routine clerical tasks when not assisting with the students. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Monitors students overall well-being and reports concerns to school nurse;
Performs academic assistance, such as, but not limited to, collating materials and notes;
Assists with transport of students in wheelchairs through hallways and in elevators;
Prepares students for each class with material set up and pick up;
Assists students during lunchtime;
Lifts students in and out of wheelchairs;
Assists in the toileting needs of students;
Assists in dressing and undressing of students as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the materials and processes involved in a school setting with transporting, clothing and caring for students with handicapping conditions; ability to lift and move children with handicapping conditions; ability to assist students with their academic needs; ability to understand and carry out oral and written instructions; ability to get along well with students with handicapping conditions; strength; agility.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND** a Certified Nursing Assistant (CNA) certificate.

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