



## Job Description

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| <b>Title: Extended Student Services (ESS) Health Technician Site Lead Assistant</b> | <b>FLSA Status: Non-Exempt</b>     | <b>Months: 12</b> |
| <b>Supervisor: Manager-Extended Student Services</b>                                | <b>Supervises: N/A</b>             | <b>Range: 14</b>  |
| <b>Department: Child Development</b>  | <b>Bargaining Unit: Classified</b> | <b>Approved:</b>  |

### Job summary:

Under the general direction of the ESS Manager and the site principal. Assists in the development and implementation of plans for the child care program including record keeping, budget management and staffing needs; provides medical assistance and health care to students; facilitates programs in concert with the site lead and assists in performing other duties directly related to this job description.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with the supervision of students and organizes indoor/outdoor, quiet/active play and recreational activities that are appropriate to age group.
- Assists with responsibility and supervision for snack and meal requirements in a safe, orderly, and clean manner.
- Provides medical assistance and health care to students as assigned by the position; administer first aid and CPR according to established procedures as needed; assist with or notify appropriate personnel or outside agencies of emergency medical conditions such as seizures and other serious medical conditions; administer medication according to physician instructions or established procedures; respond to students with seizures or other medical conditions in need of monitoring, specialized response protocols or instructed interventions for their participation in program.
- Under student doctor order to assist with eating and feeding activities, assist students with toileting activities and change diapers or soiled clothing multiple times and on a daily basis.
- Communicate with teachers, case managers, staff, administrators and others to exchange information and resolve issues or concerns related to student activities and behavior.
- Assists with the opening and closing of assigned classrooms; attend staff meetings; recommend strategies for program enhancement.
- In the absence of the site lead, address staffing needs and establish staff member work hours.
- In the absence of the site lead, maintains necessary files, inventories and records; compiles data for statistical and operational reports.
- Assist ESS manager and site leads with planning, creating, organizing and setting up enrichment rotations and field trips for non school days and camps.

### 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. The work environment characteristics and physical demands 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.

**KNOWLEDGE OF:**

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- General concepts of child growth and development and behavior characteristics.
- Skill and knowledge of before school/after school child care programs.
- Planning, organization, coordination and implementation of the Extended Student Services programs, activities and services.
- Student instructional and recreational activities, including before and after school programs.
- Principles and practices of training and providing work direction.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- Applicable laws, codes, regulations, policies and procedures.
- Basic instructional methods and techniques.
- Student growth, development, and behavior management.
- Oral and written presentation techniques.
- District special education instructional and behavioral support programs.
- Child guidance principles and practices related to children with special needs.
- Issues and concerns of students with special education needs.
- Safely handles all bodily fluids and treats as infectious.
- First aid and CPR procedures.

**SKILLS/ABILITY TO:**

- See and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Maintain standard record keeping systems and records, files and budget.
- Operate a variety of office equipment including a copier, computer and assigned software.
- Exercise good judgment and carry out oral and/or written instructions.
- Demonstrate an understanding, patient, warm and receptive attitude toward students.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Provide guidance, and coordinate assigned school site ESS personnel.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Accurately maintain standard record keeping systems, files, and budgets.
- Learn policies, program, and grant requirements and apply them with good judgment in a variety of procedural situations.
- Work independently and constructively contribute to a collaborative team.

**EDUCATION AND EXPERIENCE:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- 15 units in any related area of study. Work experience in childcare, middle school education or recreation can be substituted for education, i.e., One semester unit equals 60 hours, or One quarter unit equals 40 hours.
- One year experience working with students in an organized or learning environment including some experience conducting educational program activities.

**CERTIFICATES AND REQUIREMENTS:**

- Valid First Aid and CPR certificates.
- Graduation from high school or equivalent GED.
- Instructional Assistant Proficiency Test Certificate.
- Valid Class C California Driver's License.

**WORKING CONDITIONS:****Work Environment:**

- Indoor/Outdoor school environment.

- Constant interruptions.
- Daily contact with students, parents, school and district staff.
- Occasional contact with community members and outside agency personnel.

Physical Demands:

- Dexterity of hands and fingers to operate standard office equipment.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Light to moderate physical effort standing and/or walking for extended periods of time.
- Light to moderate lifting and moving instructional materials and equipment.
- Light to moderate lifting with assistance to students with disabilities.

Hazards:

- Potential contact with dissatisfied or abusive individuals.
- Potential contact with blood and other bodily fluids.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.