

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: TEACHER AIDE/EMERGENCY MEDICAL TECHNICIAN (KIRYAS JOEL)
#: 1681

TITLE

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for assisting school teachers in the performance of their non-teaching duties through a variety of activities related to the learning process as well as providing emergency medical services to students. Work is performed under the direct supervision of a certified teacher, administrator, or a senior official in accordance with well-established procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists children with disabilities to maintain a normal school routine, including, but not limited to, bus arrivals and departures, cafeteria help, toileting, emergency exit during evacuation drills, lifting, carrying when needed;

Uses a variety of emergency medical equipment in giving emergency treatment in the classroom and in transit to the hospital.;

Obtains all appropriate information needed in order to complete the state required Patient Care Report (PCR) including vital signs, medical history, treatment given, etc.;

Works with small groups of children reviewing repetitive classwork;

Corrects papers and records grades under direction of a teacher;

Accompanies and supervises students in other school activities such as assembly programs, field trips, playgrounds, cafeteria, etc.;

Proctors and assists in the administration of various tests;

Performs a variety of clerical work related to teaching activities, such as typing, copying, filing and distributing information, preparing teaching aids, keeping classroom records and attendance, etc.;

May assist in crisis intervention and assist in classroom management as directed by the teacher;

May arrange parent conferences under direction of teacher;

May relieve classroom teachers for emergencies and meetings as needed;

May perform food service, school monitor or custodial duties on a substitute basis.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of and ability to apply emergency first aid and temporary medical procedures to trauma victims at the scene and en-route to the hospital; working knowledge of and skill in using a variety of medical and first aid equipment; working knowledge of aseptic techniques; working knowledge of classroom routine; ability to lift heavy or unconscious trauma victims; ability to establish and maintain good relationships with students, teachers and others within the school; ability to understand and follow oral and written communications; ability to maintain discipline; clerical aptitude; resourcefulness; tact; courtesy; good judgment; neat personal appearance; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and possession of an Emergency Medical Technician certification issued through the New York State Department of Health.

NOTE: When assigned to the Instructional Van in the Kiryas Joel Union Free School District, must possess a valid driver's license in a class determined appropriate by the district.

JURISDICTIONAL CLASSIFICATION: Competitive

7/18/08