

Job Summary:

The job of Psychiatric Technician was established for the purpose/s of supporting special education students with medical and/or behavioral needs in the special day class program.

Essential Functions:

Administers first aid and medical assistance for the purpose of providing appropriate care for the ill, medically fragile, and/or injured students.
Assists in maintaining and dispensing medication for the purpose of providing students with prescribed medication on a scheduled basis.
Assists students to shape appropriate social behavior for the purpose of providing increased independence on social environment (i.e. self-care, communication).
Assists teachers to prepare and present instructional materials, and to develop and maintain community services for the purpose of providing safety in the classroom and implementing the IEP.
Assists the school nurse with mandated health screenings for the purpose of ruling out health problems with vision, immunizations, hearing and scoliosis.
Assumes classroom responsibility for the purpose of assisting substitute teachers in controlling the students.
Communicates with parents, doctors, and agencies for the purpose of facilitating services to students with special health care needs.
Completes school medical records for the purpose of maintaining current and accurate records of students' health history.
Confers/interacts with the program manager for the purpose of completing appropriate assessments, documentation, and activities related to the behavior support/intervention plan.
Disposes of waste contaminated materials, food and toys for the purpose of maintaining the hygiene and health of the students and staff.
Evaluates student progress for the purpose of assisting the teacher in education program planning.
Maintains records and files for the purpose of documenting required and pertinent information.
Monitors student activities, student behavior, and changes in student behavior for the purpose of providing feedback to parents/teachers, and maintains a safe and positive learning environment.
Operates a variety of equipment (office, audio/visual, medical) and the school van for the purpose of supporting the teacher in reinforcing classroom objectives.
Participates in daily activities, parent conferences, training sessions, special activities for the purpose of assisting the implementation and evaluation of student IEP objectives.
Participates/Functions as a positive team member for the purpose of enhancing/sharing knowledge and skills for delivering best practices.
Performs other duties as assigned for the purpose of facilitating the smooth operation of the classroom and/or program.
Provides specialized nursing services for the purpose of providing tube feedings, catheterizations, and other specialized health care services as outlined in the manual.
Supports teachers for the purpose of supporting staff as they work with children with serious behavior problems and developmental disabilities.
Teaches students, individually, and in small groups to reinforce instructional materials for the purpose of improving "self care," and to learn new skills and abilities.

Skills, Knowledge and/or Abilities Required:

Skills to:

- operate office, communication, audio visual, therapeutic, domestic, lifting, and handicapped equipment;
- communicate appropriately with parents, school personnel, and physicians;
- provide specialized nursing services;
- read notes, memos, and reports of a moderately complex nature;
- effectively interact with children, family members, teachers, agency staff and the public;
- determine steps in a process;
- structure time effectively;
- assist with the maintenance of student files and the retrieval of pertinent information;
- recognize and follow procedures when disruptive methods, techniques, and materials to be used in child instruction and in behavioral interventions with

include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity organization's services.

Customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% of the job is performed in some hazardous conditions.

Required:

Experience is desired.

Special Requirements/Qualifications:

High school diploma or the equivalent; AND

Passage of the High School Proficiency Test as required by California state law (copy of passage of CBEST test or the Instructional Aide Assessment Test may be used to satisfy this requirement); AND

One of the following:

Copy of degree or transcripts demonstrating completion of AA degree, Bachelor's degree, or Master's degree.

Transcripts demonstrating completion of 48 units at an accredited college or university.

If the applicant has not earned at least 48 units at a college or university, or does not possess an AA degree or higher, the applicant must pass an Instructional