

**HEALTH CARE AIDE (Disabled Students)**  
(Albany School District)

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent, under the direction of the classroom special education teacher, assists with and attends to the physical and non-medical health needs of severely handicapped students. The incumbent also physically assists the students while loading and unloading buses, in the gymnasium and on the playground, and must be able to lift students from wheelchairs to changing tables or designated areas in the classroom. Supervision over other staff is not typical of this title.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Physically assists disabled students while they are loading and unloading buses, in the gymnasium and on the playground;
- Physically assists disabled students with personal hygiene, use of the toilet, tooth brushing and hand washing;
- Physically assists disabled students with feeding skills;
- Lifts or assists with lifting students from wheelchairs to changing tables or designated areas;
- Physically assists disabled students attending physical therapy;
- On a regular basis, in order to meet disabled students' needs, stands, walks, sits, talks or listens; uses hands to touch, handle or feel objects, tools or controls; climbs, balances, stoops, kneels, crouches or crawls;
- May be responsible for the safety, well-being and/or work output of disabled students;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- **Language Skills:** Ability to:
  - Read and comprehend simple instructions, short correspondence and memos;
  - Write simple correspondence;
  - Effectively present information in one-on-one and small group situations.

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- **Reasoning Ability:** Ability to:
  - Apply common sense understanding to carry out detailed but uninvolved written oral instructions;
  - Deal with problems involving multiple concrete variables in standardized situations.
  
- **Other Skills and Abilities:** Ability to:
  - Work with severely handicapped youth;
  - Develop effective working relationships with students, staff and the school community;
  - Communicate clearly and concisely, both orally and in writing;
  - Perform duties with awareness of all district requirements and Board of Education policies.
  
- **Physical Demands:** The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this title. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the incumbent is required to:

- Regularly reach with hands and arms;
  - Frequently stand, walk, sit, talk or hear;
  - Occasionally use hands to touch, handle or feel objects, tools or controls;
  - Occasionally climb, balance, stoop, kneel, crouch or crawl;
  - Regularly lift 40 pounds and/or push/pull 100 pounds.
  
- **Specific Vision Abilities:**
  - Close vision;
  - Distance vision;
  - Peripheral vision.
  
- **Hearing Abilities:**
  - Ability to tell location of a sound;
  - Hear in a noisy environment.
  
- **Work Environment:** The work environment characteristics described here are representative of those an incumbent encounters while performing the essential functions of this title. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and one year fulltime paid experience with individuals who have multiple impairments.

**NOTE:**

- The noise level in the work environment is usually moderate.
- The incumbent is frequently exposed to a greater risk of infection than the average person.
- The incumbent may be directly responsible for the safety, well-being and/or work output of students.

Approved by New York State Civil Service Commission 6/30/03