



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Children's Health Assistant</i>	Last Revised/Approved: <i>Entered by Compensation</i>
Job Code:	Reports To: <i>School Leadership</i>
Office: <i>School-Based</i>	Department: <i>Specialized Services</i>

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: <i>Non-exempt</i>	Term of Employment: <i>FT – 30+ hours per week</i>
	Probation: <i>6 months</i>

Position Summary/Purpose:

Assists Milwaukee Public Schools' students with disabilities in personal care and other school related activities.

Essential Functions/ Core Competencies:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Assists students with disabilities in participating in activities of daily life such as dressing, eating, and managing bathroom needs.
- Lifts or assists with lifting students with disabilities for purposes of transferring them for position changes and personal care needs.
- Operates medical equipment such as Hoyer lifts, standing frames or motorized wheelchairs; operates passenger elevators to assist students with disabilities in moving throughout a school building or job site.
- Assists with consideration of the student's level of independence, wheelchair users in accessing the school and community settings.
- Assists students with disabilities on/off buses daily.
- Assists students with disabilities in teacher directed academic and non-academic activities. Works with students with disabilities, under the direction of the classroom teacher, one on one or in small groups.
- Assists teachers and therapists when necessary for IEP or 504 related activities.
- Accompanies and assists students with disabilities on supervised field trips into the community.
- Cleans classroom equipment and supplies routinely and as needed after spills or accidents.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

Job Requirements:

Education Requirements:

- Must hold a Certified Nursing Assistant certificate

Experience Requirements:

- Experience working with youth with special needs in an educational setting is desired

Knowledge, Skills and Abilities:

- *Effective oral and written communication skills are required.*
- *Must be self-directed.*
- *Excellent teamwork skills are essential.*
- *The ability to develop effective working relationships with diverse individuals at all levels is required.*
- *Must have excellent planning and organizational skills.*
- *Must be able to juggle numerous responsibilities with varying deadlines.*

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office or school environment

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Capital.