

JOB DESCRIPTION**Job Title:** *Psychiatric Technician (9341)***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, abusive, or dangerous behavior occurs;
- ▶ **Knowledge of:**
 - standard nursing practices;
 - safe methods of diapering, seizure care, feeding procedures and lifting;
 - behavior intervention strategies;
 - applied behavioral analysis;
 - developmental, emotional, and behavioral disabilities;
 - non-violent verbal and physical intervention techniques;
 - proper English grammar, punctuation and sentence structure;
 - first-aid skills;
- ▶ **Ability to:**
 - provide health care services to special education students;
 - provide first aid care to students;
 - maintain current and accurate health records;
 - interact with a diverse student population;
 - communicate both orally, and in writing with family members, support staff and agency personnel;
 - understand and address the needs of children with special needs;
 - understand and carry out oral and written instructions;
 - maintain confidentiality of student records and communications;
 - meet schedules and deadlines;
 - read, interpret, and apply rules, regulations, and policies;
 - rapidly learn from training methods, techniques, and materials to be used in instruction and in behavioral interventions with children.

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

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

Experience Required:

- ▶ Job-related experience is desired.

Education and Special Requirements/Qualifications:

- ▶ Copy of high school diploma or the equivalent; **AND**
 - ▶ Proof of 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 an 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 Aide Assessment that demonstrates knowledge of and the ability to assist in instructing reading, writing, and mathematics.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Psychiatric Technician License.
- ▶ First Aid and Cardiopulmonary Resuscitation Certificates.
- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Valid California driver's license and proof of automobile insurance.

FLSA Status: Non-Exempt**May 2013**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.