

SEQUATCHIE VALLEY HEAD START

Check Type of physical / certification
___ return-to-work physical
___ post-employment offer physical
___ routine periodic physical

Employee's Name: _____
Position: ___ Teacher ___ Teacher Assistant
___ Substitute Teacher ___ Teacher Aide
___ Family Service Worker

Essential functions of Agency positions please review section as indicated according to employee's position:
(Work with disabled preschoolers is required for all positions.)

TEACHER / TEACHER ASSISTANT / SUB TEACHER / TEACHER AIDE / FAMILY SERVICES WORKER

- Must be able to pick up an injured child (3-5 years old) and carry child to another location where first aid can be administered. Must be able to lift children (up to 20-30 children) into restraint seats which are belted into seats on busses. Must be able to get onto and off the school bus 20 to 40 times daily. Must be able to lift 50-plus pound child from floor to carrying position; must be able to remove a fire extinguisher weighing approximately 15 pounds from its mount, carry, and use if needed. Must use personal protective equipment (rubber gloves, etc) and work with children that may be carriers of contagious diseases including hepatitis and AIDS.
- Maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; ascending or descending ladders, stairs, ramps, using feet and legs and/or hands and arms. Exerting force upon an object so that the object moves away from the force and toward the force. Kneeling, bending, stooping, reaching, handling, feeling, and sitting in child-size furniture is also necessary. Must be able to serve as a role model following gross motor activities described in songs and records.
- Expressing or exchanging ideas by means of the spoken word. Hearing (may utilize assistive devices) is also important for those activities which require ability to receive detailed information through oral communication. Ability to perceive the nature of objects through sight; ability to visually monitor a class of three and four year olds.
- Ability to adapt to abrupt variations in temperature which accompany extreme heat or cold. Ability to tolerate contact with water or other liquids, and be exposed to nontoxic noxious smells.
- Teachers and Family Service workers must make a minimum of three visits per year to children's homes in sometimes dangerous areas. Must ride busses and serve as bus aides, perhaps daily, morning and evenings as necessary, which sometimes requires waiting at bus stops with children.

Is the employee able to perform the functions of this employee's position? YES ___ NO ___

If no, is the employee able to perform work of any kind? YES ___ NO ___

Describe limitations or work alternatives: _____

We require physicals to be done once per year for bus driver's and employees taking prescription medication on a regular basis. When do you recommend that another physical should be done for this employee?

SIGNATURE OF THE PHYSICIAN OR PRACTITIONER: _____

DATE: _____ TYPE OF PRACTICE: _____

(Employee must sign after completion of report by physician.)

SIGNATURE OF EMPLOYEE: _____ DATE: _____

TB Screening Results (required for all new employees): _____ Date: _____