

Special Education Assistant (Personal Care Giver)

Reports to: Principal

FLSA Status: Non-Exempt

SUMMARY:

Works primarily with those students who are: severely to profoundly limited in their ability to perform independently in terms of basic motor, sensory, cognitive and/or behavior function. Provides responsible Personal Care Giver, clerical, and human support in assisting the special education or classroom teacher in the management and instruction of special education students; performs related tasks as required and directed. All work is performed under the direction and supervision of the special education teacher, however, the aide may independently carry out particular aspects of the instructional program which include activities outside the normal school facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Carries out instructional plans as designated by the special education teacher and the student's Individual Educational Plan (IEP);
- Is respectful to peers, supervising teacher, and administrators;
- Maintains and respects confidentiality of student and school personnel information;
- Maintains student training data according to prescribed procedures;
- Develops and maintains pleasant and orderly training environment (e.g. maintain instructional materials, design bulletin boards, assist special education teacher and/or students in clean-up activities, etc.);
- Strictly adheres to daily schedule which regularly and systematically account for the students' IEP;
- With special education teacher's supervision and direction, carries out appropriate behavior management programs;
- Procures, sets up, and operates audio-visual equipment;
- Assists special education teacher in related instructional activities (e.g., field trips, library, assembly, etc.) as directed;
- Assists in physical movement of students from one learning environment to another;
- Performs such clerical duties as typing, filing, and duplicating at direction of special education teacher;
- Supervises and trains students in lunchroom or during lunch period;
- Supervises and trains students during free time and other non-instructional periods as directed by special education teacher;
- Assists in maintenance of special education students' records, under the supervision of special education teacher and/or building principal;
- Ride bus with student when needed;

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- Assists with toileting, feeding, and positioning of students;
- Works directly with the teacher in the teaching life skills to the student;
- Participates in team meetings as appropriate;
- Assists with medical related duties, i.e. catheterization, gastrointestinal feedings, assistive breathing devices, colostomy and ileostomy needs;
- Assists with related services, i.e., occupational therapy, physical therapy, speech, adapted physical education, and vision;
- Attends required meetings and in-services, and webinars;
- Assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Performs other duties as assigned by classroom teacher(s) or building administrator(s) in accordance with school/division policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

Candidate must possess the ability to develop and maintain an empathetic attitude toward disabled students; work cooperatively with others in a positive manner; willing to learn specialized instructional/management techniques with disabled students, as needed; willing to seek and maintain CPR certification; ability to communicate and develop effective working relationships with students, parents, and staff while maintaining confidentiality.

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas. Frequent walking, standing, sitting, stooping, lifting up to 20 pounds and occasional lifting of equipment, materials, and/or students up to 90 pounds may be required. Occasional lifting, movement, and transferring of students may be required. Occasional movement of students by wheelchairs and other physical contact with and/or possible exposure to bodily fluids may occur. Must have understanding of universal precautions measures and use of proper materials. Daily personal close

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contact with students to provide classroom management and learning environment support is required. Regular contact with staff members and administrators is required. Contact with parents and medical professional may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.