

**Job Summary:**

The job of Special Needs Assistant is done for the purpose/s of assisting the special day class teacher with the daily routines and by providing assistance to students who are in the severe to profound level of developmental disability.

**Essential Functions:**

- ▶ Administers basic first aid/medical assistance for the purpose of providing appropriate care for ill, medically fragile.
- ▶ Assists students for the purpose of improving their physical development.
- ▶ Assists students for the purpose of providing activities of daily living (ADL).
- ▶ Assists students for the purpose of shaping appropriate student behaviors.
- ▶ Disposes of waste and contaminated materials for the purpose of maintaining the hygiene and health of students and staff.
- ▶ Monitors classroom equipment/potential environmental hazards for the purpose of maintaining a safe and positive environment.
- ▶ Monitors student activities for the purpose of providing information to the teacher.
- ▶ Operates a variety of equipment for the purpose of supporting classroom/student objectives.
- ▶ Participates in daily classroom activities for the purpose of assisting the classroom teacher with the daily routine.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - read notes, memos, lesson plans, student IEP's;
  - operate various equipment specific to the physically handicapped;
  - deal with disruptive or abusive student behavior;
  - recognize and follow appropriate procedures when seizures occur;
  - effectively interact with students, staff and the public;
- ▶ **Knowledge of:**
  - safe methods of lifting;
  - basic first aid;
  - proper feeding procedures;
  - proper methods of diapering;
  - seizure care.
- ▶ **Ability to:**
  - manually lift up to 50 pounds safely and effectively;
  - use M.O.V.E. equipment safely;
  - understand and address students with special needs;
  - understand and carry out written and verbal instructions;
  - maintain confidentiality with regard to student information;
  - meet schedules/deadlines;
  - read, interpret, apply rules, regulations and policies;
  - properly change and dispose of diapers and soiled garments.

Responsibilities include: working with immediate supervision; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking and 40% standing. The job is performed under minimal temperature variations, a generally hazard free environment.

**Experience Required:**

- ▶ Job-related experience is desired.

**Education Required:**

- ▶ High school diploma or GED.

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

- ▶ Valid California Driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non-exempt

**May 2006**

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.