

Job Description

Job Title: **BASE Special Needs Assistant**
 Job Family: **BASE**
 Pay Program: **Classified**
 Prepared/Revised Date: **May 20, 2010**

Job Code: **100506**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 15**
 Typical Work Year: **9 months**

SUMMARY: Assist children with significant support needs (SSN) by providing specialized individualized child care, education, and recreational activities and during field trips. Duties include providing direction, guidance and assistance to students; effectively handling student discipline situations; ensuring student safety and security; monitoring behaviors and functional life skills; communicating with parents, staff, teachers, site director and site leader; opening, closing and securing school building; preparing snacks; providing infant and child care including feeding and diapering; cleaning classroom areas; recording attendance, assisting sick or injured students; and creating new activities. Assists student in maintaining personal health and hygiene functions; assists students to and from classes and bus stops.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide supervision and support in before and after school (BASE) setting in order for students to fully participate in class activities. Assists SSN students by supervising, guiding, monitoring and encouraging social and acceptable behavior, and assisting students during child care, crafts, art projects, games and other activities to provide developmental stimulation and meet the children’s needs. Assist site directors and leaders to communicate with parents and other staff regarding child or program issues. Records attendance and contacts parents regarding absent students. Assist site directors and leaders to call parents to get authorization for an unauthorized adult to pick up the student from the program. Check identification of adult.	D	45%
2. Assist special needs students in performing daily routines, including getting to and from class and bus stops, using toilets, diapering, feeding, medical needs and personal hygiene, including working with trach, feeding tubes, and catherization. Distribute and administer medicine to students as directed and provide general First Aid when needed.	D	40%
3. Sanitize, disinfect and clean learning environment and general work area of all bodily fluids. Assist site directors and leaders to prepare snacks and clean the activity and kitchen areas after use. Assist site directors and leaders to open and close school building and secure school building a the end of the program by locking doors and turning off lights.	D	10%
4. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Must be a minimum of 18 years old.
- Minimum of two years experience working with students.
- Experience working with special needs students preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- CPR and First Aid certifications preferred.
- Universal Precautions training required within 3 months after entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.

- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers.
- Operating knowledge of special communication systems, speech computer (Dynovox or Macaw) preferred.
- Operating knowledge of and experience with typical office equipment, such as copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Special Education Teacher	4008

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, at recess, lunch, and to and from classes.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	