

Job Title: **BASE Special Needs Assistant**  
 Job Family: **BASE**  
 Pay Program: **Classified**  
 Typical Work Year: **9 months**

Job Code: **100506**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **Yes**  
 Pay Range: **G17**

**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. Frequency and percentage of time may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide supervision and support in before and after school (BASE) setting in order for students to fully and safely participate in program activities. Assists SSN students by supervising, guiding, monitoring, and encouraging acceptable social behavior, during child care, crafts, art projects, games and other activities. Provide developmental stimulation and ensure the student's needs are being met. Records attendance and contacts parents regarding absent students.	D	45%
2. Assist special needs students in performing daily routines, including getting to and from class and bus stops, field trips, using toilets, diapering, feeding and personal hygiene. Assist student with medical needs including working with trach, feeding tubes, catheterization, distribute and administer medicine to students as directed and provide general First Aid when needed. Sanitize, disinfect and clean learning environment and general work area of all bodily fluids.	D	40%
3. Provide assistance to site directors and leaders including but not limited to communicating with parents and other staff regarding child behavior or program information; calling parents to get authorization for an unauthorized adult to pick up the student from the program and checking identification of adult; preparing snacks and cleaning the activity and kitchen areas after use; opening and closing school building; and securing school building at the end of the program by locking doors and turning off lights.	D	10%
4. Perform other job-related duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- 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, First Aid and Universal Precautions certifications required within 90 days after entering position. Will be required to take medication administration training as needed.
- Universal Precautions training required within 3 months after entering position.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to promote and follow Board of Education policies, District 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.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- 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
<b>Reports to:</b>	Special Education Teacher	Varies

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	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, on field trips, 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		

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

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>VISION DEMANDS:</b>	<b>Required</b>
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

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	