



POSITION DESCRIPTION

JOB TITLE: HANDICAPPED CHILDREN'S ASSISTANT – 8 HRS Job Class: 4035		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT:		FLSA STATUS: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Under the direction of the classroom teacher, assists students with disabilities in personal care and other school related activities.		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Assists students with disabilities in participating in activities of daily life such as dressing, eating, and managing bathroom needs.
2. Lifts or assists with lifting students with disabilities for purposes of transferring them for position changes and personal care needs.
3. Operates medical equipment such as Hoyer lifts, standing frames or motorized wheelchairs; operates passenger elevators to assist students with disabilities in moving throughout a school building or job site.
4. Assists with consideration of the student's level of independence, wheelchair users in accessing the school and community settings.
5. Assists students with disabilities on/off buses daily.
6. Assists students with disabilities in teacher directed academic and non-academic activities. Works with students with disabilities, under the direction of the classroom teacher, one on one or in small groups.
7. Assists teachers and therapists when necessary for IEP or 504 related activities.
8. Accompanies and assists students with disabilities on supervised field trips into the community.
9. Cleans classroom equipment and supplies routinely and as needed after spills or accidents.
10. Actively supports the MPS Strategic Plan.

11. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Works under the direct supervision of the classroom teacher. All assignments, schedules and duties related to student care are defined by the classroom teacher with approval by the school principal.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

None

JOB REQUIREMENTS: 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Eligible for a DPI Handicapped Children's Aide License (883)

Certified Nursing Assistant License or equivalent

Experience Requirements

One year of experience working with individuals with disabilities.

Knowledge, Skills, and Abilities

General understanding of child development. General understanding of special education. Working knowledge of body mechanics and safe lifting techniques. Ability to work as a team member.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work environment includes regular and special education classroom settings and all other settings within the school building, such as bathroom, lunchroom and playground. Early childhood settings require work on the floor and/or low tables.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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 with or without reasonable accommodation.

Must be able to lift 50 pounds for purposes of transferring students and moving equipment. Standing, bending and walking are required.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.