

BEAVERCREEK CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	SPECIAL NEEDS ASSISTANT - INSTRUCTIONAL	File 518
Reports to:	Principal	
Job Objectives:	Performs a variety of non-teaching activities and personal care services that enable students with disabilities to participate in the educational program.	
Minimum Qualifications:	<ul style="list-style-type: none">· High school diploma and Educational Aide Permit· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documented evidence of a clear criminal record.· Self-directed and able to learn required skills for the position.· Ability to physically manage students with disabilities.· Congenial disposition and strong interpersonal skills.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Checks with the teacher to learn about the needs of the assigned student and other duties to be performed. Seeks advice when expectations are unclear.· Upholds board policies and follows administrative procedures.· Promotes a favorable image of the school district.· Helps students as directed. Avoids being intrusive and exercises discretion.· Supports an inclusive educational environment. Helps students with disabilities participate in appropriate peer group activities as directed.· Escorts and supervises students to/from the building for transportation purposes.· Immediately corrects or reports unsafe conditions and/or defective equipment.· Assists with student mobility needs. Helps students use assisted and/or augmentative devices.· Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of working surfaces, etc.).· Helps students with personal hygiene needs (e.g., toileting, etc.) as trained by a licensed health care professional.· Helps feed students. Follows proper sanitation procedures to comply with all personal hygiene rules.· Supervises rest periods when applicable.· Renders basic first aid and administers student prescriptions and/or over-the-counter drugs as directed by board policy.· May be requested to monitor ill students until a parent/guardian arrives.· Strives to develop rapport with others. Respects personal privacy. Maintains the confidentiality of privileged information.· Takes precautions to ensure student safety. Does not leave students unsupervised.· Maintains high standards for student conduct. Upholds the student conduct code.· Works with the classroom teacher to address persistent behavior problems.· Promotes the proper use of school property. Reports student discipline problems, vandalism, or other related concerns to the teacher and/or principal.· Reports evidence of suspected child abuse as required by law.· Participates in staff meetings and professional growth activities as directed.· Accepts responsibility for personal decisions and conduct. Serves as a positive role model for others.· Performs other specific job-related duties as directed.	

Abilities Required: The following aptitudes and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Works cooperatively to support a successful team effort.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves work-related supplies and equipment.
- Performs activities that may require reaching, crouching, and/or kneeling.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require exposure to medications, cleaning solvents, air borne particulates, and odors.
- Duties may require operating and/or riding in a vehicle.
- Duties may require detailed paperwork.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Beaver Creek City School District Board of Education.

The Beaver Creek City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.