

Job Title: Critical Needs Assistant (Special Education)
Reports to: Special Education Director, Principal and teacher(s) assigned
Dept./School: Assigned Campus
Wage/Hour Status: Non-exempt
Date Revised: January 21, 2025

Primary Purpose

Help meet physical, instructional, behavioral and social needs of individual students with disabilities inside and outside classroom. Assist with the implementation of Individual Education Plans (IEP), including self-help, behavior management, and instructional programs. Work under general supervision of principal and immediate direction of certified teacher.

QUALIFICATIONS

Education/Certification

High School Diploma or GED (Preferred)

Special Knowledge/Skills

Ability to work with children with disabilities
 Ability to follow verbal and written instructions
 Ability to communicate effectively with staff, students and peers

Experience

One year experience working with children (preferred)

MAJOR RESPONSIBILITIES AND DUTIES

Student Management

1. Help meet the individual needs of students which may including transferring to and from wheelchairs, lifting and positioning students, providing sign or interpretation of instructions as well as monitoring student behavior.
2. Help students take care of physical needs and personal care which may include feeding, bathroom needs, and personal hygiene.
3. Help manage the behavior of assigned students.
4. Implement and follow student Behavior Improvement Plan (BIP).
5. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
6. Work with student(s) in small groups on instructional activities as assigned by teacher.
7. Assist assigned student(s) throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
8. Keep teacher informed of special needs or problems of assigned student(s).

PERSONAL CARE SERVICES

9. Demonstrate the competence necessary to perform the eligible PCS tasks required by the student.
10. Participate in competence verification by a licensed health care provider for PCS Activities.
11. Understanding and competence to perform PCS services must include, but is not limited to:
 - Appropriate techniques for providing PCS, including written documentation procedures for SHARS;
 - Appropriate techniques for managing adverse behaviors of the student;
 - Basic body mechanics, mobility and techniques for transferring students;
 - Communication skills, including but not limited to techniques for communicating through alternative modes with persons with communication or sensory impairments;
 - Any additional PCS required for a student with disabilities
12. Compile, maintain, and submit reports, records, and other documents, as required, including but not limited to documentation of delivered IEP services as related to PCS

Other

13. Participate in professional development, faculty meetings, and special events as assigned.
14. Complete necessary behavioral data tracking forms
15. Perform other duties assigned by supervisor.
16. Maintains confidentiality of information.

Supervisory Responsibilities

None.

EQUIPMENT USED

Wheelchair lift and ramps (if applicable), Specific student communication devices (if applicable)

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling; regular heavy lifting of students; biological exposure to bacteria and communicable diseases.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____