

Job Summary:

The job of Special Needs Assistant is done for the purpose/s of assisting the special day class teacher with the daily routines and by providing assistance to students who are in the severe to profound level of developmental disability.

Essential Functions:

- < Administers basic first aid/medical assistance for the purpose of providing appropriate care for ill, medically fragile.
- < Assists students for the purpose of improving their physical development.
- < Assists students for the purpose of providing activities of daily living (ADL).
- < Assists students for the purpose of shaping appropriate student behaviors.
- < Disposes of waste and contaminated materials for the purpose of maintaining the hygiene and health of students and staff.
- < Monitors classroom equipment/potential environmental hazards for the purpose of maintaining a safe and positive environment.
- < Monitors student activities for the purpose of providing information to the teacher.
- < Operates a variety of equipment for the purpose of supporting classroom/student objectives.
- < Participates in daily classroom activities for the purpose of assisting the classroom teacher with the daily routine.

Skills, Knowledge and/or Abilities Required:

- < **Skills to:**
 - read notes, memos, lesson plans, student IEP's;
 - operate various equipment specific to the physically handicapped;
 - deal with disruptive or abusive student behavior;
 - recognize and follow appropriate procedures when seizures occur;
 - effectively interact with students, staff and the public;
- < **Knowledge of:**