

KINGS BOARD OF EDUCATION

JOB DESCRIPTION

Title: **Special Needs Assistant**

Reports To: Principal, Assistant Superintendent, Local Superintendent

Employment Status: Full Time/Part Time

FLSA Status: Non-Exempt

Qualifications:

1. Valid driver's license
2. High school graduate
3. Appropriate State of Ohio certification
4. Experience in working with students with special needs
5. Demonstrates a sincere desire to aid all students
6. Good health, high moral character, and good attendance record
7. Meet Highly Qualified Para-Professional Requirements as required
8. Must be able to lift up to 50#

General Description:

Directly works with student(s) in an ongoing program with direction and assistance from the teacher relating to the individualized program/plan of student(s) assigned.

Essential Functions:

1. Complete any/all records as required by building administrator, teacher.
2. Assist student(s) with routine tasks, read to students, and conduct activities that maintain previous instruction.
3. Help student(s) move from one activity to another in and out of the classroom.
4. Promote good social relationships between students, assist students in resolving their misunderstandings with one another.
5. Respond to students in kind, fair and interested manner, avoid making public comparisons of students.
6. Explain school rules and policies to students.
7. Talk quietly to students that may at times be unruly and upset.

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8. Attend faculty meetings as requested by principal.
9. Implement behavior management plans as directed by teacher.
10. Utilize behavior management techniques as directed by teacher.
11. Pursue professional growth opportunities including CPR, first aide and behavior intervention training.
12. Assist student(s) in various grooming/bathrooming needs as directed by teacher.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Help instill in students the belief in and practice of ethical principles and democratic values; and
3. Perform other duties related to the teacher's duties as assigned by the principal or local superintendent of schools.

ADDITIONAL WORKING CONDITIONS:

1. **Occasional exposure to blood, bodily fluids, and tissue.**
2. **Occasional operation of a vehicle under inclement weather conditions.**
3. **Occasional interaction among unruly children.**

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Kings Board of Education Personnel Policy Manual.

(Signature)

(Date)