

BUENA PARK SCHOOL DISTRICT

SPECIAL NEEDS ASSISTANT - ITINERANT

DEFINITION

Under the direction of assigned administrator, assist teachers or specialists, with the major portion of their time to work independently, with students to perform a variety of follow-up instructional activities; to assist in the conduct of training and learning activities with students possessing special learning needs; to perform a variety of routine support for instructional, clerical and behavioral activities; and to do other related work as required. Special Needs Assistant (SNA) is distinguished from an Instructional Assistant II and/or III: Special Education aide in that the SNA's primary responsibility being, but not limited to, to work with students that have been determined to require unique, additional support, and daily situations require flexibility, creativity, and "on the spot" problem solving.

EXAMPLES OF DUTIES

Assists instructional and resource personnel with the presentation of learning materials and in the conduct of instructional and training activities; tutor individual and small groups (as circumstances and students' needs require) of students with special learning needs to reinforce and follow-up learning and training activities; monitors and assists students with special learning needs in drill, practice and study activities as a follow-up to the presentation of instructional lessons by certificated personnel; initiate, with certificated staff approval, strategies that capitalize on individual learning modalities; directs and guides students into safe learning activities, and assists in shaping of appropriate social behaviors; assists in the management of student behavior through the use of positive reinforcement strategies and techniques; assists in the operation or a variety of instructional materials and learning aids; maintains a variety of records, files and information; operates and assists students in operation of a variety of instructional media; monitors and assists in the remediation of specific student learning needs; may administer medication in accordance with specific medical instruction; perform routine medical procedures (e.g.; cleaning tracheotomy and/or feeding tubes, plus other additional non-licensed routines) according to established training and guidelines; assist and instruct students with mobility and personal hygiene and grooming functions, including but not limited to toileting, diapering, eating, dressing and other independent living skills; performs routine first aid which may include aiding students experiencing seizures or respiratory problems; requests appropriate assistance for serious pupil injury or illness; maintains an orderly and positive learning environment; may participate, as appropriate and required, in Individualized Educational Plans (IEP) meetings and parent conferences; provides formal and informal progress reports to directing teacher and appropriate District administrators; may assist in the development of communication skills with children who experience language and hearing disorders; assist in physically transferring students from wheelchairs for busing, school and/or community activities; respond to behavioral and medical emergencies, physically controlling students as needed; perform related duties similar to the above in scope and function as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

QUALIFICATIONS

Knowledge of:

Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs; behavior management strategies and techniques relating to pupils experiencing atypical control problems; appropriate English usage; basic arithmetical concepts; routine record storage, retrieval and management procedures.

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Ability to:

Perform essential functions of the job with or without reasonable accommodation; demonstrate an understanding, patient and receptive attitude toward students of varied age groups, particularly those exhibiting needs of a specialized nature; adapt and display flexibility in all situations and assignments, including the ability to problem solve; appropriately manage student behavior and guide student toward more acceptable social behaviors; communicate effectively in oral and written form; perform routine clerical tasks and operate a variety of educational and office related machines and equipment; learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment; once trained, operate supportive medical equipment, perform specialized health care procedures for special education students; understand and carry out oral and written directions; work effectively with special need student, earning their confidence and trust; establish and maintain cooperative working relationships with students and adults, exercise tact, diplomacy and good judgment in dealing with special needs students, meet the physical requirements necessary to safely and effectively perform required duties including physically lifting and/or restraining students as needed.

PHYSICAL DEMAND AND WORK ENVIRONMENT

Physical Demands:

- Stands to monitor and assist students with academic instruction.
- Moves between areas of a school site or within a classroom to monitor students and assist with academic instruction.
- Lifts objects up to 25 pounds, unassisted, to provide students with personal hygiene care, physical care, school supplies, and/or other related items.
- Carries objects up to 25 pounds, unassisted, to transport personal care supplies, school supplies, and/or other related items.
- Rotates head left and right from a neutral position to monitor, supervise, and/or attend to students.
- Grasps and grips with hands to hold and move students, medical equipment, school supplies, and/or other related items.
- Exchanges information with students and staff to facilitate classroom instruction and ensure safety.
- Uses near visual acuity at 20 inches or less to facilitate classroom instruction, safety, and other related areas.
- Observes surroundings within one's periphery to facilitate classroom instruction, safety, and other related areas.

Working Environment:

The work may involve moderate risks or discomforts that require special safety precautions.

- Work is subject to minor contagious illnesses and bodily secretions.
- Work in an indoor, climate-controlled environment 90% of the work day and 10% outdoors.

LICENSE REQUIREMENT

Possession of a valid California Motor Vehicle Operator's License

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier