

Stow-Munroe Falls City School Dis

Special Education Assistant, Resource Room, Class IV, 7 hours/day, 9 months (1452)

JOB POSTING

Job Details

Title

Special Education Assistant, Resource Room, Class IV, 7 hours/day, 9 months

Posting ID

1452

Description

Reports to: Principal and assigned teacher

Job Objective: Performs a variety of personal care services that enable students with disabilities to participate in the educational program.

Minimum Qualifications:

- High school diploma or GED. A record free of criminal violations that would prohibit public school employment.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.). Complies with drug-free workplace rules and board policies.
- Valid state department of education permit appropriate for the assignment.
- Ability to physically assist students with disabilities (e.g., mobility, transferring, positioning, etc.).
- Self-directed, congenial disposition, and strong diplomacy skills.
- Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid may be required as a condition of employment.

Essential Functions:

- Checks with the supervisor to learn about the needs of the assigned student. Seeks advice when expectations are unclear.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers district policy/procedure questions to administrators.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.
- Assists with bus loading and unloading procedures.
- Inspects harnesses, belts, and other safety devices. Immediately corrects or reports unsafe conditions and/or defective equipment.
- Facilitates student mobility. Helps students use assistive and/or augmentative devices.
- Assists with arranging work centers and work experiences as directed.
- Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).
- Follows prescribed medical plans and/or assists students with personal hygiene care (e.g., toileting, catheterization, etc.) as trained by a licensed health care professional.
- Helps feed students. Complies with personal hygiene rules and standard sanitation procedures.
- Supervises rest periods when applicable.
- Renders basic first aid and administers student medications when a school nurse is not available.
- Monitors ill students until a parent/guardian arrives.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.

- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Works with the classroom teacher to address persistent behavior problems.
- Promotes the proper use, care, and security of school property. Reports vandalism, graffiti, equipment malfunctions, and other related concerns.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required:

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct. Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Performs duties efficiently with limited supervision. Strives to meet deadlines.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions:

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Stow-Munroe Falls City School District Board of Education.

The Stow-Munroe Falls City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

Staff member shall serve as a role model in how to conduct themselves as citizens and as responsible, intelligent human beings in order to help instill in students the belief and practice of ethical principles and democratic values.

<i>Shift Type</i>	Full-Time
<i>Salary Range</i>	\$16.99 / Per Hour
<i>Location</i>	ECHO HILLS ELEMENTARY

Applications Accepted

<i>Start Date</i>	09/23/2024
<i>End Date</i>	09/27/2024

