

## POSITION DESCRIPTION

### NORTHFIELD PUBLIC SCHOOLS

July 2018

#### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Educational Assistant- Special Education Personal Care Assistant (Class IV)	<b>Department:</b> Special Education
<b>Immediate Supervisor's Position Title:</b> Principal/Director of Special Services	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> <b>B-2-4</b>	<b>Bargaining Unit:</b> Educational Support Staff - Local #6030
<b>Job Summary:</b> Under the direction of licensed special education instructional and/or related services staff, the Educational Assistant – Personal Care Assistant assists one or more students in accomplishing activities of daily living; instrumental activities of daily living, health related functions; redirection and intervention of behavior; instructional activities; and other tasks as are identified within assigned students' IEPs.	

#### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Provides assistance and support, as needed, to students in accomplishing activities of daily living; including, but not limited to: eating, toileting, grooming, dressing, bathing, transferring, mobility and positioning.
<b>Percent of Time:</b>	15%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Provides assistance and support, as needed, to students in accomplishing instrumental activities of daily living; including, but not limited to: meal planning and preparation, shopping, communicating by telephone or other media, and traveling from one location to another within the school and community.
<b>Percent of Time:</b>	10%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Provides assistance and support for student's health related functions through hands-on assistance, supervision or cuing, as directed by the licensed School Nurse, Occupational Therapist, Physical Therapist or other health care professional.
<b>Percent of Time:</b>	15%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Adheres to data privacy and other policies established by the Board of Education.</li> </ul>		

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Observes, monitors and redirects student behavior. Reinforces appropriate behaviors and maintains discipline in accordance with District policies and procedures. Assists in implementing behavior intervention plans as are specified in individual students' IEPs.
<b>Percent of Time:</b>	20%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>Provides observational and other relevant information regarding student performance and behaviors to special education licensed staff.</li> </ul>		

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b> Reinforces instructional material presented by the teacher with students individually or in small groups, as directed by the supervising teacher(s).
<b>Percent of Time:</b>	35%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>Provides supplemental tutoring, guided practice and other instructionally relevant activities to students as directed by the supervising teacher(s).</li> <li>Provides assistance and support to adapting classroom curriculum to the instructional needs of each student by clearly repeating directions at a level the student understands, encouraging cooperation in classroom activities, communicating expectations, modifying tests or tasks into smaller steps, and assisting the student with the use of assistive technology.</li> <li>Assists the teacher with the daily evaluation of student assignments, corrects student papers, etc. as requested.</li> </ul>		

<b>Duty/Responsibility No:</b>	6	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as assigned.
<b>Percent of Time:</b>	5%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>Attends training sessions, district and departmental meetings.</li> <li>Keeps abreast of changing developments, trends and educational technologies.</li> <li>Adheres to data priv and other policies and procedures established by the Board of Education.</li> </ul>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
less than high school diploma		AA degree or the completion of a combination of district training programs, experience, and course work of an equivalent nature and level to perform the requirements of the work.	
High school diploma or GED.		<b>Major field of study or degree emphasis:</b>	
1 year college	x	2 years college	Child development, human development, learning, behavioral management or a related area
3 years college		4 years college	
1st year graduate level		Essential knowledge and specialized subject knowledge	

<b>2nd year graduate level</b>	<b>required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of basic math, reading, language and science concepts pertinent to area of assignment.</li> <li>• Knowledge of general learning concepts, theories and fundamentals.</li> <li>• Knowledge of child development fundamentals and concepts.</li> <li>• Knowledge of problem solving and conflict resolution techniques.</li> <li>• Knowledge of behavioral management strategies, crisis intervention and methods.</li> <li>• Knowledge of district policies, guidelines, rules or philosophy pertaining to discipline and appropriate student behavior and consequences.</li> </ul>
<b>Doctorate level</b>	

**Required Work Experience in Addition to Formal Education/Training:**

**Required Supervisory Experience:**

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> No specific licenses or certification required to gain entry into the classification. District may require specific certifications, courses and/or licenses after hiring depending upon the specific job assignment, or needs of the district.
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Skill in supervising student behavior and applying consistent consequences for appropriate and inappropriate behaviors, including appropriate physical restraint.</li> <li>• Skilled adapting lesson plans to the individual needs of students to facilitate their learning and to assist them in meeting any individual learning plans and objectives.</li> <li>• Applying rules, instructions and stated policies, procedures and IEP plans.</li> <li>• Developing a rapport with children and explaining concepts in a simple and understandable manner.</li> <li>• Using basic office equipment.</li> <li>• Writing routine correspondence, routine reports, memos, documents, charts or other materials.</li> <li>• Effectively presenting information in 1:1 and/or small group situation to students, parents, staff or other employees concerning district/program routines, policies, rules, learning principles, concepts and other lesson plans.</li> </ul>
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**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

	Titles of Positions Directly Supervised	# of Employees
1		
<b>TOTAL</b>		

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>

<p><b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>Duties are generally performed in a typical classroom and or resource room settings where there are minimal environmental hazards and risks. Employee(s) may be exposed to some disagreeable conditions involving human/student contact, verbal outbursts, physical aggression, exposure to body fluids and the like when assisting in daily living skills.</p>
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**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk/Fast Walk		X		
Sit: at various heights – from floor to adult-sized chair			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms		X		
Climb or balance		X		
Stoop/kneel/crouch or crawl			X	
Talk or hear				X
Taste or smell		X		
Physical (Lift & carry; push & pull): up to 10 pounds				X
up to 25 pounds			X	
up to 50 pounds		X		
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

Physical requirements of the classification will vary across educational assistant positions due to the individual needs of students, programs of assignment, and the like. Individual positions will have to be assessed on the merits of position at any point in time. The physical requirement outlined below is representative of the broad classification, as a whole.

**Medium Work:**  
Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Signature – Department Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature – Human Resources**

\_\_\_\_\_  
**Date**

**Classification History:**

Prepared by: BCC, LLC (RWB) 9/03.

Revised 4/04 by BCC.

Reviewed and updated July 2018.