

POSITION DESCRIPTION
Muskingum County DD

CLASSIFICATION TITLE:	Classroom Assistant
CLASSIFICATION NO:	03020
POSITION CONTROL NO:	

EMPLOYMENT STATUS	Full-time	REPORTS TO	Director of Educational Services
FLSA STATUS	Non-Exempt	DEPARTMENT	Musk Co Board of DD
EXEMPTION TYPE	N/A	DIVISION	Educational Services

DISTINGUISHING JOB CHARACTERISTICS

Assists Intervention Specialists in training and educating students. Teaches and assists students in performing basic daily living skills as directed by a certified Intervention Specialist. Helps Intervention Specialists implement Individual Education Plan (IEP), designed to help students accomplish personal, vocational, educational, developmental and social skills. Although Classroom Assistants may typically be assigned to a classroom, they may be reassigned as needed at the discretion of management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Provides support to Intervention Specialists in implementing lesson plans and in providing training and education to children. Helps the Intervention Specialist follow developmentally appropriate curriculum by providing "hand on" experiences and activities.

Facilitates, teaches and encourages appropriate behavior and play. Encourages each student's interaction among fellow students and instructional staff. Helps each student achieve maximum potential, while serving as a positive role model.

Confers with appropriate school personnel to discuss and receive direction regarding meeting student's problems and needs. Confers with, and provides input, to Intervention Specialist regarding each student's problems, needs and progress.

Assists in maintaining a classroom environment that is conducive to learning, free of health and safety hazards.

Follows and implements behavior support plans as designed.

Provides for the physical care needs of each student and helps students perform basic living and hygiene skills. Assists with physical and clothing needs such as feeding and toileting. Eats meals with students and assists in feeding students. Teaches proper table manners. Loads and unloads students onto the school bus.

Meets with Intervention Specialist to plan, organize, implement and evaluate classroom learning experience activities. Prepares materials needed for instruction. Assists in the planning and implementation of a program of developmentally appropriate activities which contributes to the growth and development of children.

OTHER DUTIES AND RESPONSIBILITIES

Assists with any special equipment assigned to student by therapists.

Attends and participates in conferences and various in-service training opportunities.

Complete coursework through intranet training, on-line courses, and classroom instruction related to health and safety of individuals we serve, including but not limited to Exposure Control Plan procedures, administration of emergency medications, and VNS magnet use. As assigned, successfully demonstrate adequate knowledge and skills in performing duties related to health and safety of individuals we serve to a Muskingum County Board nurse representative, including but not limited to Exposure Control Plan procedures, administration of emergency medications, and VNS magnet use.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Adaptive equipment; communication devices; hydraulic bus lifts; wheelchairs; hoier lift; walker; computer; copier, fax machine, telephone and other general office equipment; VCR; television; kitchen appliances.

CONTACTS WITH OTHERS

Parents; family members; contract service providers; volunteers.

CONFIDENTIAL DATA

Student files; student medical history; student personal history; other sensitive and confidential information. Completes duties which involve confidential subject matter in consideration of and in compliance with HIPAA and FERPA.

WORKING CONDITIONS

Normal classroom working conditions. Works in close contact with individuals with developmental disabilities in a variety of situations which may include dealing with physical and behavioral issues. Exposure to communicable diseases, blood borne pathogens and bodily secretions. Exposure to possible inclement weather conditions.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee intermittently sits, stands, walks, and uses hands to help students learn basic living skills, and accomplish personal, vocational, educational, developmental and social skills. The employee occasionally reaches with hands and arms, climbs, balances, stoops, kneels, crouches or crawls. The employee occasionally lifts or exerts force on items, which weigh up to 50 pounds. Frequently, the employee may have to lift or move a student. The employee commonly talks and hears when working with students, and exhibits usual vision demands, with little or no detail or long distance requirements.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of: child growth and development; family dynamics; parenting skills and methods; communicable diseases; child abuse and neglect recognition and reporting requirements; and developmentally appropriate practices.

Ability to: develop and maintain good working relationships with associates, supervisors, parents, family members, contract service providers, children and general public; lift and carry children; implement lesson plans that are developmentally appropriate and educational; handle sensitive

inquiries from and contact with parents, family members, contract service providers and others; understand and follow general instructions.

Skill in: verbal and written communication; meeting the needs of developmentally challenged children; providing general childcare; physical management of students and equipment.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: High school degree, GED, or equivalent with courses in child development and a minimum of two (2) years experience with a child care program.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

Ohio Department of Education Educational Aide Permit; First Aid and CPR certification as assigned.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

Superintendent

____/____/____
Date

EMPLOYEE UNDERSTANDING

Employee

____/____/____
Date