

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: STUDENT ATTENDANT

DEFINITION:

Under immediate supervision, performs duties of average difficulty in caring for children and young adults who have severe physical and/or intellectual disabilities in a program of instruction; provides clerical and instructional assistance to special education teachers. Performs maintenance and custodial duties involved in tending the needs of students including feeding, dressing, toileting, and movement.

DIVERSITY STATEMENT:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Assists students throughout the school day in instructional sessions.

Helps students with personal needs such as feeding, dressing, and toileting, including changing diapers and toilet training.

Assists with specialized feeding techniques.

Sits and/or kneels on the floor to assist teachers and therapists in supervision of educational activities program, rest periods, therapy sessions, and positioning students.

Helps with the physical environment setting up equipment, maintaining supplies, and handling light custodial duties of an emergency nature.

May help with routine clerical tasks such as observing and recording attendance and educational goals.

Assists with the maintenance and adjustment of equipment.

Assists with the pupils' individualized health care needs including the administration of first aid, medication and/or specialized care to students, under the direction of a health professional, for the purpose of meeting immediate health care needs.

Picks up snacks and lunch carts from kitchen.

Serves snacks and lunch, and provides special equipment for eating.

Cleans equipment and returns it to the cafeteria.

Wheels students to and from buses.

Removes and lifts students from wheelchairs.

Participates in staff development activities, workshops and meetings.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

- A valid Food Handlers Card issued by the San Diego County Department of Health Services is required within 30 days of appointment.
- Possession of a valid First Aid and CPR certificate is required at time of appointment.

In order to satisfy the paraprofessional requirements of the ESSA Act, applicants must meet one of the following requirements:

- Completed at least 2 years of study at an institution of higher education;
- Obtained an associate's (or higher) degree;
- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading (or readiness), writing (or readiness), and mathematics (or readiness).

EDUCATION AND EXPERIENCE:

In addition to meeting the ESSA requirement for employment detailed above, applicants must have completed college-level course work in general academic subject areas such as math, science, and English, and have previous successful experience working with and caring for students with disabilities similar to those described above.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The general needs and behavior of individuals with physical and/or intellectual disabilities

ABILITY TO:

Establish and maintain cooperative and effective relationships with adults

Demonstrate patience and tact in dealing with students with severe physical or intellectual disabilities

Use oral communication effectively with students and staff

WORKING CONDITIONS & PHYSICAL ABILITIES:

Duties are typically performed in a school setting.

Must be able to hear and speak to exchange information; see to perform assigned duties; lift and handle students in caring for their personal needs such as toileting, aiding with bladder and bowel apparatus, administering to students subject to seizures, removing and replacing braces, etc.; lift students up to adult size, to perform such tasks as transferring students into and out of wheelchairs and other apparatuses; stoop; kneel; sit on the classroom floor for extended periods of time; use first aid and CPR.

Established: 2/83

Revised: 1/86, 2/93; 2/07; 6/07; 05/10; 10/10; 08/16

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Grade
02/1983		1/86, 2/93; 2/07; 6/07; 05/10; 10/10; 08/16; 07/22	Non-Exempt	Classified Support Grade 038