

Ontario–Montclair School District

CLASS SPECIFICATION Special Needs Program Assistant Range 33

GENERAL PURPOSE

Under general supervision, assists in the physical care of students with severe mental and/or physical disabilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from classes in the Instructional Assistant series in that incumbents of this class are primarily concerned with assisting and caring for the physical needs of severely disabled students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below 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 if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Assists with student personal hygiene and grooming needs, including toilet training and changing diapers and clothes in the event of accidents.
2. Assists students with eating and other personal physical needs; assists students with the use of wheelchairs, walkers, gait trainers and lifts.
3. Assists students in boarding and exiting of school buses and vans; assists school bus drivers as needed.
4. Assists students in accessing and departing school sites; assists students in the utilization of school site facilities.
5. Assists teachers in lunchroom and playground supervision.
6. Assists in keeping facilities neat, clean and safe.
7. Following approved training and District policies, provides emergency medical first aid to severely disabled students.
8. Assists teachers in the implementation of a functional skills curriculum specially designed for severely handicapped students.

QUALIFICATIONS

Knowledge of:

1. Procedures and practices of classroom and playground safety.
2. Conflict resolution methods and techniques.
3. Correct English usage, including spelling, grammar and punctuation.
4. Basic first aid methods and practices.

Ability to:

1. Assist students in developing self-help, social and daily living skills, including eating, dressing, toileting and personal grooming.
2. Organize, set priorities and exercise sound judgment within areas of responsibility.
3. Communicate clearly and effectively orally and in writing.
4. Understand and follow written and oral instructions.
5. Lift, restrain and discipline students according to approved policies and procedures.
6. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
7. Establish and maintain effective working relationships with District staff, teachers, parents, students and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent with Certificate of Competency; and at least one year of experience working with special education children in an organized setting; or some combination of education, training and experience that produces the requisite knowledge and ability.

Licenses; Certificates; Special Requirements:

Upon acceptance of the District's offer of employment, new hires must be required to pass a baseline physical examination prior to the first day of employment.

A current Community CPR/First Aid Certificate.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 100 pounds with appropriate assistance.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District faculty, staff, parents, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work effectively in a multi-ethnic setting and model culturally appropriate and sustaining practices that support success for all students.

The employee works in a classroom setting, and the noise level is generally quiet.

Board Approval : Revised 11/21/19; Revised 6/1/23