

TITLE**Assistant (custodial) - Special Education****QUALIFICATIONS**

1. Not less than a high school diploma or general equivalency diploma (copy of diploma or transcript must be submitted upon employment);
2. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed; and
3. Meets health and physical requirements.

JOB GOAL

To assist teachers in giving specialized academic and physical training to students with disabilities.

ESSENTIAL FUNCTIONS

1. Remove children from bus and put them on the bus;
2. Check student back packs for parent input (notes and/or money);
3. Submit student monies as directed by the teacher;
4. Compile and submit daily student lunch orders;
5. Carry student lunch cards to cafeteria and input numbers;
6. Bring lunch to room and prepare trays for students;
7. Submit attendance to office;
8. Change diapers;
9. Dress/undress children as necessary or directed by teacher;
10. Clean up children;
11. Clean up room and sanitize toys and equipment as instructed;
12. Mark daily information sheets to send home to parents as applicable or requested;
13. Retrieve and return materials as needed or requested;
14. Photocopy, stamp, or cut paper, along with other preparations for meetings or student activities as directed by teacher;
15. Check room staff mail boxes and carry messages for room staff;
16. Assist teacher or therapist in moving or positioning children as directed; and
17. Perform other custodial duties as assigned.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed fifty (50) pounds, or the average weight of a student. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling and/or crawling

4. Reaching
5. Talking
6. Hearing
7. Seeing

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
4. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.
5. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

WORK CONDITIONS

Normal working environment – usually 180 school days from 8:00 a.m. – 3:00 p.m. Identified special need(s) of student(s) may require the normal work hours to change.

NON-EXEMPT from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.