

**JOB DESCRIPTION
National School District**

CAREGIVER-SPECIAL EDUCATION

Purpose Statement:

Under direct supervision, to assist the physical and mental development of students in the special education area; to assist in the supervision and care of students in day to day activities such as toileting, dressing and feeding; and to perform related work as required.

Essential Functions

- Assists in feeding students on an established schedule according to individual dietary requirements.
- Instructs and assists students in feeding themselves.
- May assist in toileting and washing/ diaper changing as necessary.
- Instructs and assists toddlers in bodily self-care, e.g. toileting, handwashing, etc.
- May sing, chant, and recite rhymes to and with children throughout the day.
- Supervises and encourages students in the development of large muscle skills, e.g. turning over, sitting, crawling, reaching, standing, walking, etc.
- May monitor and record each student's progress and developmental benchmarks on posted charts, child assessments and journals as directed .
- Washes toys, and cleans equipment, etc.
- Rocks and verbally comforts children as necessary.
- May operate a variety of office machines and instructional equipment.
- May perform a variety of center/school associated clerical work, such as sorting, filing, keeping accurate records, recording attendance, completing forms, measuring, cutting, duplicating, etc.
- May assist in classroom organizing activities, such as preparing bulletin boards, arranging furniture to facilitate instructional needs, creating an orderly and clean center environment.
- May assist in preparing materials by such methods as mixing paints, cutting paper, printing labels, etc.
- Observes and reports significant child behavior to teacher.
- Performs other related duties as required.

Other Functions

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS and KNOWLEDGE are required to provide safe and efficient feeding and changing techniques; correct usage of the English language; basic writing skills; basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs; basic office procedures, methods and computer equipment; routine record keeping techniques.

ABILITY to demonstrate confidence, tact and the use of good judgment; understand and carry out oral and written instructions; learn to assist and encourage children to develop physical and mental skills; motivate and encourage developmentally appropriate learning patterns and behaviors; print and write legibly; operate a variety of office machines and equipment; perform a variety of clerical work, such as sorting, tilling, cutting, measuring; apply basic first aid, and administer prescribed medication in accordance with district procedure; feed and diaper or toilet children safely and efficiently; demonstrate understanding and patience toward children and high school age students; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Responsibility

Working Environment

Work is performed primarily in a classroom with exposure to students with a variety of handicaps, disabilities and atypical control problems; may be exposed to bodily fluids or contagious diseases. Primary functions require sufficient physical ability and mobility to work in a classroom setting; assist children with many bodily functions (feeding, toileting, washing hands, face and genitals), cleaning vomit, feces and urine; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull/lift light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Generally the job requires 35% sitting, 15% walking and 50% standing.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam

Certificates & Licenses

None Specified

Continuing Ed/Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Not evaluated

Approval Date

3-9-22

Salary Grade

Clsfd 15