

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### ASSISTANT, Caregiver Exceptional Student Education

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.

#### KNOWLEDGE, SKILLS, ABILITIES

- General clerical skills.
- Bilingual ability may be required per advertised vacancy specifications.
- Computer data entry experience preferred.
- Ability to understand physical, health, and emotional behaviors and challenges of students with exceptionalities.
- Certification in First Aid, CPR, medication administration, and student specific training.
- Ability to fulfill the dexterity and physical requirements of the work.

#### SUPERVISION

**REPORTS TO** Principal and/or Designee  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To assist exceptional education teachers and other school personnel with completing student behavioral and health duties, as well as clerical duties.*

#### PERFORMANCE RESPONSIBILITIES

1. \*Maintain accurate and complete records of students' activities and behaviors, which may require the use of a computer to enter student data, complete forms, schedules and reports.
2. \*Assist with the implementation of behavioral support plans including monitoring and charting of behavior, reinforcement procedures and preventative strategies.
3. \*Provide assistance in the learning area in dealing with behavioral problems by applying verbal diffusion and/or physical restraints as needed per district-approved procedures.
4. \*Respond to requests for crisis intervention under the direction of certified personnel.
5. \*Care for students with special health needs according to an individual health care plan.
6. \*Perform individual or group health related procedures following measures designed to maintain the health and well being of students during school hours. These tasks may include documented training of the ability to perform procedures such as catheterizing, gastric tube feeding, oxygen administration, specimen collection, health monitoring and observation, health care treatment and procedures, interventions for chronic health conditions, grooming, diaper changing, including assisting students in and out of therapy equipment. These personal health care tasks will be under the direction of a registered nurse and physical therapist.
7. \*Maintain knowledge of blood-borne pathogens and practice Universal Precautions to ensure optimal communicable disease control in the school classroom setting.
8. \*Attend and pass medication administration and student specific training.
9. \*Attend in-services designed to increase knowledge of current Health Services policies and protocol.
10. \*Observe confidentiality of students and student records at all times.
11. \*Obtain and maintain certification in first aid, CPR, medication administration and student specific training.
12. \*Ability to lift medical equipment, supplies, records and/or provide assistance to students who are immobile.
13. \*Supervise students in bus areas, classroom, lunchroom, play areas, study time and in other assigned areas.
14. \*Assist with physically transferring students from wheelchairs, mats, positioning tables, toilets, lifts or other positioning equipment.

## ASSISTANT, Caregiver Exceptional Student Education, Page 2

15. \*Assist with the supervision of students during field trips, as assigned by the Principal and/or Designee.
16. Perform other duties as assigned by the Principal and/or Designee.

*\*Denotes essential job function/ADA*

### EQUIPMENT / MATERIALS

Wheel chairs, safety harnesses, augmentative devices, walkers, strollers, lifts, mats, positioning tables and equipment

### PHYSICAL REQUIREMENTS

**Very Heavy Work** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

### PHYSICAL ACTIVITIES

<b>Sitting</b>	Resting with the body supported by the buttocks or thighs.
<b>Standing</b>	Assuming an upright position on the feet particularly for sustained periods of time.
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances.
<b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
<b>Balancing</b>	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
<b>Bending</b>	Lowering the body forward from the waist.
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
<b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.
<b>Crouching</b>	Bending the body downward and forward by bending leg and spine.
<b>Crawling</b>	Moving about on hands and knees or hands and feet.
<b>Twisting</b>	Moving body from the waist using a turning motion.
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.
<b>Pushing</b>	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.
<b>Pulling</b>	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 100 pounds of force.
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.
<b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
<b>Repetitive Motions</b>	Substantial and continuous movements of the wrists, hands, and/or fingers.
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
<b>Hearing Acuity</b>	The ability to perceive speech and other environmental sounds at normal loudness levels.
<b>Visual Acuity</b>	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

### WORKING CONDITIONS

**Indoors & Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

**TERMS OF EMPLOYMENT**

**PAY GRADE**

**C-A \$15,680 – \$27,843**  
Job Code 2062  
District Salary Schedule  
Months 10  
Annual Days 196  
Weekly Hours 37.5  
Annual Hours 1470

**POSITION CODES**

PeopleSoft Position TBD  
Personnel Category 13  
EEO-5 Line 47  
Function Vary  
Survey Code 52052

**FLSA**

Applicable  
 Not applicable

Previous Board Approval

**BOARD APPROVED**

March 9, 2010

ADA Information Provided by Gisela Cotto/Pam Gamble  
Position Description Prepared by Gisela Cotto/Pam Gamble

**C-A2 \$15,037 - \$26,707**

Job Code 20628  
District Salary Schedule  
Months 10  
Annual Days 188  
Weekly Hours 37.5  
Annual Hours 1410