

Educational Assistant - Ortho Impaired

Purpose Statement

The job of Educational Assistant - Ortho Impaired is done for the purpose/s of providing one-on-one support to assigned special education students; assisting in the supervision and instruction of assigned student; relieving teachers of clerical tasks; assisting student by providing for special health care needs and developing students' daily living and behavioral skills.

Other Functions

- Adapts classroom work/homework under the direction of the teacher for the purpose of providing a method to support and/or reinforce classroom objectives.
- Administers first aid and medical assistance, including but not limited to toileting and diapering and misc. medical procedures after specialized training's involving tube feeding, gastrostomy tubes, colostomy bags, trachs and oxygen for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Administers tests, homework, make-up work, etc. for the purpose of assisting teacher in evaluating students' progress and/or recognizing the individual needs of the student.
- Monitors individual students, classroom and/or playground activities (e.g. check-in students, walk with students, etc.) for the purpose of maintaining a safe and positive learning environment.
- Participates in meetings, program workshops, and seminars (e.g. inservice, training, etc.) for the purpose of conveying and/or receiving information about the program and/or program related activities.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs record keeping and basic clerical functions (e.g. MIPS forms, EIPs, detail daily logs/notes, etc.) for the purpose of supporting the teacher in maintaining student special education files and classroom materials.
- Promotes good social habits for the purpose of improving the quality of student;s outcomes and encouraging students' development.
- Provides ongoing feedback for the purpose of informing principal, teacher, and/or parents of students progress and creating a plan to return student to the classroom as a positive member.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; preparing and maintaining accurate records; and performing standard bookkeeping.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: behavior and crisis management techniques; instructional procedures and practices; and behavior patterns and developmental limitations of special needs students.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships (especially with assigned student); adapting to changing work priorities; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing:

Certificates and Licenses

60 College Semester Hours
OR passing score on the Para Professional Test

Continuing Educ. / Training:

Clearances

Measles/Rubella Immunity/Vaccination
Tuberculosis Clearance
IVP Fingerprint Clearance Card Required

FLSA Status	Approval Date	Salary Grade
Non Exempt		6