

STUDENT ASSISTANT

- QUALIFICATIONS:**
1. Experience working with children
 2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: School Nurse

JOB GOAL: To work closely with one or a few handicapped pupils on a regular basis in an effort to facilitate their physical, cognitive and emotional development in order to gain the full benefits from the District's educational programs.

PERFORMANCE RESPONSIBILITIES:

1. Assists the student(s) to whom assigned in such physical tasks as putting on and taking off of outerwear, moving from room to room, using the lavatory, assisting at lunch, and so on;
2. Under the direction of the exceptional education teacher or the regular education teacher assists the student(s) in recitation, reading, and other curriculum tasks, guiding and helping them, but not teaching them;
3. Performs simple errands and tasks for student(s) such as sharpening pencils, carrying lunch trays, and the like;
4. Establishes as fully as possible a supportive and sympathetic relationship with the student(s) without fostering or encouraging intense emotional involvement;
5. Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about one of the students to whom assigned;
6. Communicates vital information regarding the students to the teacher and the school nurse;
7. Be able to follow procedures in administering medication as needed to students;
8. Be able to follow procedures of care for students with special needs;
9. Be able to maintain confidentiality in health matters;
10. Understands and respects the confidential nature of specific information relating to the students;
11. Assumes supervisory role over the students when classroom teacher is out of the room;
12. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

WORK SCHEDULE:

The work day shall be established by the supervisor but shall not exceed 7.5 hours per day, excluding 1/2 hour for a duty free lunch, unless other arrangements are made by the supervisor.

The yearly number of days worked in a school fiscal year shall normally be 180 days excluding holidays, unless a different work schedule is approved by the District Administrator.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Services Personnel.