

**SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission**

CLASS TITLE: SPECIAL NEEDS ATTENDANT

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

To perform tasks related to the physical, personal, social and health care needs of special needs students in the Special Education Department; and to perform a routine of clerical tasks as assigned.

DISTINGUISHING CHARACTERISTICS

The class of Special Needs Attendant provides for the special needs of a severely handicapped special education student who requires personal assistance and health care. The Special Needs Attendant assists a student(s) in specific care-giving areas. Employees in this class receive direct supervision within a framework of well-defined policies and procedures.

A Special Needs Attendant is distinguished from the higher class of Education Assistant, Special Education (NCLB) in which incumbents provide responsible clerical, care-taking, and/or paraprofessional activities in support of the educational/training objectives of certificated staff.

ESSENTIAL/TYPICAL DUTIES

- Provides for the special needs of special education students who require personal assistance and health care by assisting the special education student(s) in the following areas:
 - Lifting in and out of wheel chairs, braces, and other orthopedic equipment
 - Toileting and other personal care needs, such as changing diapers and wet clothing
 - Dressing and undressing and developing proper clothing care and grooming habits
 - Feeding and drinking
 - Lifting on and off school buses or private vehicles
 - Lifting on and off standing tables
- Carries out teacher's instructions regarding special physical handling, care, or exercises by student(s)
- Accompanies special education student(s) on curricular trips to provide for personal and health care needs
- Cleans and sets up tables

- Prepares lunch trays
- Assists teachers in caring for special education student(s) during classroom activities and emergencies
- Assists in maintaining records and files related to classroom/program activities
- Performs kneeling, stooping, standing, squatting, pushing, pulling, reaching, bending at the waist and lifting activities in the performance of required daily activities
- Administers first aid in accordance with established procedures and policies
- Performs routine clerical tasks as assigned
- May attend in-service and staff meetings as required
- May perform related custodial duties as assigned
- Performs other related duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- First Aid techniques as trained by the school nurse
- General nature of care required for individuals with physical and emotional needs
- Functions of wheel chairs
- Basic English

Ability to:

- Understand, communicate, and follow both oral and written instructions in English
- Understand the needs of assigned special education students
- Maintain a patient and professional attitude toward special needs students
- Exercise tact, diplomacy, and good judgment in dealing with special needs students with severe medical disabilities
- Operate office and duplicating equipment
- Meet the physical requirements necessary to safely and effectively perform required duties including lifting student weighing up to 200 pounds into and out of wheelchairs and special equipment
- Establish and maintain a positive and effective work relationship with those contacted in the performance of required duties.
- Maintain confidentiality regarding all student information.

May require the ability to:

- Speak in another language other than English.

Requires:

- Passing a pre-employment physical examination related to job duties/assignments and in accordance with applicable law, statutes, bargaining unit agreements, and merit system rules.

TRAINING AND EXPERIENCE:

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way of demonstrating these qualifications would be:

- High School Diploma or equivalent;
- One year experience working with or serving individuals with special needs.

BARGAINING UNIT: Paraprofessional Unit

PHYSICAL DEMANDS:

- Continuously (67-100%): bend, twist, push, pull, climb, squat, crawl and kneel
- Frequently (34-66%): employ the use of the Hoyer Lift to elevate up to 200 lbs. from floor to chest height.
- Frequently (34-66%): lift 40-50 lbs. to waist height
- Frequently (34-66%): sit, reach with hands and arms; climb or balance; stand and walk; grasp with hands and fingers;
- Continuously (67-100%): use hands and fingers to handle objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak.

WORKING ENVIRONMENT:

- Approximately 95% of the time performing job duties is spent indoors, within a specialized classroom environment.
- While performing the duties of this job, constantly exposed to risk of trip and fall (over wheelchairs, walkers, IV stands, Hoyer lifts, crutches, etc.)
- Noise level in the work environment is usually moderate. Approximately 30 minutes each day is spent at bus loading area where noise is extremely shrill and loud.
- The temperature of the work environment is moderate and ranges from 65 – 80 degrees

MACHINES, TOOLS AND EQUIPMENT:

- Seldom (1-5%): automobile
- Occasionally (6-33%): copier, fax and computer
- Frequently (34-66%): writing instruments and telephone
- Frequently (34-66%): hand-crank Hoyer lift, IV stands and tubes for feeding and medication

TRAVEL:

- This job class requires minimal routine travel within close proximity to the regular assigned work location.

Approved by the Personnel Commission: May 13, 2010