



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Special Education Attendant

Reports to: Site Administrator
Department:
Number of Days: 173
Compensation: IS-3
Overtime Status: Non-Exempt
Date Job Revised: 10/4/2011

Position Summary: Assistant will ride the bus with a specific student, assist all students with personal issues such as toileting, changing, etc., assist teacher with clerical needs, and assist with cafeteria and playground coverage.

Qualifications/Job Requirements:

Education:

-

Specialized Knowledge, Licenses, etc:

-

Experience:

-

Specific Training/Skills:

- CPR and First Aid required.

Physical Requirements (If Applicable):

- Good motor skills and ability to lift.

Other:

- Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative, follow state and district guidelines.

Scope of Authority (If Applicable):

-

Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

-

Customer Contacts:

- Internal:
- External:

Duties and Responsibilities:

- Meet student at his/her home and ride the bus to and from school with student to monitor for seizure activity.
- Assist in changing all students' diapers, sanitary napkins, and clothing.
- Assist students in the restroom.
- Assist with those students needing to be fed.
- Assist with personal care, wiping nose or drool, hand washing and body care.
- Assist students in such physical activities as putting on and taking off outerwear.
- Assist students in moving from room to room.

- Assist students in using wheelchairs, lifts, and other devices used to transport students from one activity to another.
- Perform simple tasks for students such as sharpening pencils and carrying lunch trays.
- Assist the teacher in observing, recording, and charting behavior.
- Assist the teacher in the preparation of materials used for instruction.
- Assist in any tasks as requested by teacher or principal.