

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SEPARATE DAY SCHOOL CNA/STUDENT CARE ASSISTANT

SALARY SCHEDULE: SSP- 9

COST CENTER: SEPARATE DAY SCHOOL

QUALIFICATIONS:

- (1) High School diploma or equivalent
- (2) Valid CNA License
- (3) Training in working with students with disabilities.
- (4) Must successfully complete verbal and physical de-escalation training within the probationary period.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of students with moderate, profound and/or physical disabilities. Ability to apply knowledge to group and individual situations. Ability to listen and follow oral and written directions. Demonstrate effective oral and written communication skills. Possess basic mathematics skills. Ability to establish and maintain positive working relationships with others. Ability to work as a team member. Willing to learn the unique educational and / or personal needs to assist an individual student. Ability to maintain confidentiality.

REPORTS TO:

Principal or Designee

JOB GOAL

To perform direct student care and student care related activities, including, but not limited to personal care (i.e., toileting, feeding), activities of daily living, and other skills necessary for the student to access the school environment and make progress toward the mastery of individual IEP goals. Assist students accessing the learning environment with mobility limitations and by facilitating the students' learning as directed by the classroom teacher.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist teacher in planning and implementing group and individual activities for students.
- * (2) Provide instructional, vocational, and developmental assistance to students with exceptionalities under the supervision of a certified professional.
- * (3) Follow instructions of therapists and health professionals to provide services to students including positioning, feeding, tube-feeding, suctioning, catheterization, and communication as required.
- * (4) Assist students in maintenance of personal hygiene, such as grooming, toileting and cleanliness as required.
- * (5) Provide physical support to assist students to perform daily activities such as standing, walking, exercising, getting out of bed or chair, bathing, dressing, using the toilet, drinking, eating, etc.
- * (6) Lift or assist others to lift students to move them on or off beds, chairs, or other apparatus.
- * (7) Transport students within the school setting, as required.

- * (8) Shows sensitivity to the student's social, cognitive and mental health needs.
- * (9) Adhere to specific emergency procedures designed for the classroom and prepare to assume assigned role.
- * (10) Collaborates with student's school nurse, teacher and therapists to help provide a positive educational experience for the student.
- * (11) Practice prescribed infection control procedures.
- * (12) Provide assistance with student's behavior intervention plan as stated in student's IEP.
- * (13) Prepare students' lunches if required by special dietary, health or physical needs.
- * (14) Assist in maintaining an attractive and orderly environment.
- * (15) Supervise students inside and outside, including, but not limited to, classroom activities, cafeteria, field trips and bus loading and unloading.
- * (16) Maintain strict confidentiality of student data and records.
- * (17) Demonstrates effective communication with the student, supervising nurse, classroom teacher and co-workers.
- * (18) Reports students concerns to the classroom teacher.
- * (19) Assist in communications with parents as directed by teacher.
- * (20) Administer medication to students in compliance with district policies.
- * (21) Provide appropriate modifications needed as specified on student's IEP.
- * (22) Takes educational data while working with a student.
- * (23) Assist in Extended School Year support.
- * (24) Accompany student to classroom, activities and other areas, if assigned, to serve the student's unique educational and / or personal needs.
- * (25) Demonstrates a professional behavior when interacting with school staff, parents and students.
- * (26) Maintains current CPR/First Aid and CNA certification.
- * (27) Perform housekeeping duties as directed.
- (28) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects or individuals. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 06

*Essential Performance Responsibilities