

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title: Educational Assistant-  
Multi-Disabled**

**Department: Teachers Aides**

**Grade E  
H.P.D. 7.5  
D.P.Y. 196**

**Job Description**

**Date Reviewed: July 2009**

**Reports To: Principal**

**Purpose of Job**

The purpose of this job is to assist Special Ed teacher with students who have been diagnosed with severe multi-disabilities. Duties and responsibilities include providing visual, audio and tactile stimulation, physical and emotional support, range-of-motion exercises, and monitoring for unusual physical appearance or seizure activity.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

May Attend IEPs meetings and staff development and other meetings pertaining to the child/children in this group.

Must complete training in job specific activities such as identification and management of seizures, and as dictated by the needs of students.

Must complete training and certification to perform Cardio-Pulmonary Resuscitation (CPR)

Provides students with visual, audio and tactile stimulation throughout the school day (reads stories, signs songs, finger plays, claps, blows bubbles, etc.); provides emotional support.

Assists with range-of-motion excercises.

Delivers food and dishes from cafeteria for breakfast and lunch; feeds students breakfast and lunch in the classroom.

Changes student's position hourly using tumble forms, wheelchairs, standers, potty chairs, bean bags and wedges; positions children in tumble forms and wheelchairs for breakfast, lunch, story time, music, speech and other school related activities.

Changes diapers as needed on each child; toilet trains daily on some students; cleans and disinfects toilet chairs twice daily.

Watches for seizure activity and other medical symptoms and reports to Nurse; assesses students' physical appearance and reports unusual findings to Nurse.

Sets limits for disruptive behavior (time out) under the direction of the teacher..

Assists classroom teacher, speech teacher and music teacher with academics; copies and sorts paper, crafts and art projects as directed by teacher; assists students with crafts; designs and constructs bulletin boards.

Assists vision specialists; assists teachers with classroom field trips; secures wheelchairs on buses during field trip transportation.

Applies and removes leg braces several times daily; monitors wheelchairs for needed adjustments and notifies teacher.

Takes children on walks.

Prepares supply needs lists for parents; documents all parental contact, bowel movements, seizures, etc.; reassures parents as needed.

Sets example for all persons who come in contact with students, ensuring respect and kindness.

Cleans children, bibs, dishes and classroom after meals; sweeps and vacuums as needed

May assist in all skills relating to life skills classroom to include but not limited to- cooking, personal hygiene, and academics.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Must meet the highly qualified standards for Paraprofessionals. High School Diploma (or GED) required, completion of two years of study (48 semester hours) at an institution of higher education; or obtained an associate's or higher degree; or passing score of 456 on the ParaPro Assessment.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO  
PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Medium work: Exerting up to 50 pounds of force occasionally, and / or up to 20 pounds of force frequently, and/or up to 10 pounds of force to constantly to move objects. Must be physically able to operate a variety of office machines and equipment such as computers, printers, typewriters, facsimile machine, binding machine, television and VCR, tape recorders, photocopiers, opaque projectors, laminators, transparency machine, paper cutter, etc. Must be physically able to work, move or carry objects or materials. Essential physical requirements of the job include: **Climbing:** Ascending or descending ladders, stairs, ramps, and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion. **Balancing:** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. **Stooping:** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles. **Kneeling:** Bending legs at knee to come to a rest on knee or knees. **Crouching:** Bending the body downward and forward by bending leg and spine. **Crawling:** Moving about on hands and knees or hands and feet. **Reaching:** Extending hand(s) and arm(s) in any direction. **Standing:** Remaining upright on the feet, particularly for sustained periods of time. **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. **Pulling:** Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion. **Lifting:** Raising objects from a lower to a higher position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles. **Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling. **Grasping:** Applying pressure to an object with the fingers and palm. **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to job of Educational Assistant-Multi-Disabled Students. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Educational Assistant- Multi-Disabled Students.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight, and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to visually inspect items for proper length, width, and shape visually with office equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to job of Educational Assistant-Multi-Disabled.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking-expressing or exchanging ideas by means of spoken words). (Hearing-perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

### **KNOWLEDGE OF JOB**

Has thorough knowledge of the policies, procedures, and activities of the School System and Special Ed practices as they pertain to the performance of duties relating to the job of Educational Assistant-Multi-Disabled Students. Has thorough knowledge of classroom practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and made written reports and documents in a concise, clear and effective manner. Has good

organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**