

**BANKS SCHOOL DISTRICT
JOB DESCRIPTION**

Special Education Assistant – Wellness Room Monitor

IMMEDIATE SUPERVISOR School Administrator/Student Services Director

GENERAL DUTIES

Perform a variety of instructional duties assisting certified staff members in the implementation of a specific program for improvement of student wellness and well being. Serves under the direction of the building principal who may delegate supervisory responsibility to appropriate personnel. This position will require supervision of students to assist with instilling the following skills or program preparation and implementation for students referred for assistance.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent. Two years of postsecondary education, or an associate's (or higher) degree, or a high school education or equivalent and a passing score on a state or local academic assessment that measures knowledge of and the ability to assist in instructing reading, writing, and mathematics, may be required
- B. Able to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds
- C. Be at least 18 years of age or older
- D. The ability to communicate effectively with students and teachers
- E. The ability to understand and follow oral and written instructions
- F. The ability to perform basic secretarial/clerical skills
- G. Appropriate attire for the physical requirements of the job
- H. May be required to become certified in Oregon Intervention System (OIS) or similar district-assigned program
- I. Have standards of moral character as required of teachers

ESSENTIAL RESPONSIBILITIES

- A. Help students restore a sense of safety, power, and self-worth
- B. Setting-up the wellness center
- C. Monitor and support student growth in practicing wellness strategies to include developing resilience, reflection, and self-calming strategies.
- D. Support teachers in using wellness strategies in the classroom
- E. Model effective strategies to be used in the classroom
- F. Work harmoniously with students, teachers and parents to support student emotional and behavioral growth
- G. Ascribes to the philosophy that all children can succeed and demonstrates the commitment to do what is necessary to make this a reality.
- H. Knowledge of instructional theory and best practices for behavior intervention strategies and using data to make informed decisions.
- I. Develops and maintains positive, appropriate professional relationships with students and recognizes necessary boundaries in interactions with students.
- J. Monitor students in the Wellness Center

Banks School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation			X		
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: Physically manage students _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)”

Employee Name (print)

Date

Employee Signature

Date