

## JOB SPECIFICATIONS

<b>JOB TITLE:</b>	<b>Exceptional Student Assistant</b>
<b>REPORTS TO:</b>	Exceptional Services Manager
<b>SUPERVISES:</b>	None
<b>SALARY RANGE:</b>	\$21,008.00 - \$38,200.00 annually

**SUMMARY OF JOB:** The Exceptional Student Assistant is responsible for assisting teaching staff with daily activities and development plans for children with special needs.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Participates in the screening and orientation of children with disabilities and their families
- Works in collaboration with the LEA and service resources to ensure children are receiving needed services
- Prepares materials for daily activities for children with special needs to support their growth and development towards meeting/mastering their developmental milestones
- Works in collaboration with the teaching team and family and community advocates to ensure the child and their family is supported
- Ensure compliance with all regulatory requirements.
- Enhance professional growth by participating in webinars, workshops, training and etc.
- Ensures that all screenings are done timely
- Completes paperwork timely and accurately
- Perform other duties as assigned

### **REQUIRED SKILLS AND ABILITIES:**

- Must be able to follow and implement Total Community Action policies, procedures and systems, ensuring compliance with Head Start Performance Standards and local, state, and federal guidelines.
- Ability to work as an effective member of a team.
- Knowledgeable about developmentally appropriate practices, diagnostic tests screening tools and assessments, and laws protecting individuals with disabilities.
- Working knowledge of inclusive practices and accommodation strategies.
- Ability to work as part of a team
- Ability to communicate effectively; orally and in writing.
- Ability and willingness to work in a program located in a high-risk, low-income community.

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- Ability to exercise discretion in handling confidential information and materials. Ability to communicate and respond in a manner that consistently demonstrates respect and concern.
- Must have excellent organizational skills and proven ability to work within prescribed timelines.
- Occasional lifting in excess of 50 lbs., occasionally placing children into seats and ability to carry or drag a child in an emergency situation to a safe area.
- Daily kneeling, stooping, bending, and sitting on the floor to attend to children's needs.
- Occasional climbing steps to enter and exit bus.
- Must have reliable transportation and be willing and able to travel.
- Intermediate knowledge of computer applications, word-processing software in a Windows environment and ability to learn and master other computer technology /software as needed.

**EDUCATIONAL AND WORK EXPERIENCE REQUIREMENTS:**

Bachelor's Degree with three years of professional experience working with low-income families and children with disabilities OR Associate's degree in Early Childhood Education with experience working with children with disabilities.

Criminal background clearance and physical examination and TB test are required as condition of initial employment and continued employment.