

San Diego County Office of Education
Personnel Commission

STUDENT ATTENDANT

Definition: Under immediate supervision, performs duties of average difficulty in caring for children and young adults who have severe physical and/or mental handicaps in a program of instruction; provides clerical and instructional assistance to special education teachers. Performs maintenance and custodial duties involved in tending the needs of students including feeding, dressing, toileting, and movement.

Typical Tasks:

- Assists students throughout the school day in instructional sessions;
- helps students with personal needs such as feeding, dressing, and toileting, including changing diapers and toilet training;
- assists with specialized feeding techniques;
- sits and/or kneels on the floor to assist teachers and therapists in supervision of educational activities program, rest periods, therapy sessions, and positioning students;
- helps with the physical environment setting up equipment, maintaining supplies, and handling light custodial duties of an emergency nature;
- may help with routine clerical tasks such as observing and recording attendance;
- assists with the maintenance and adjustment of equipment;
- assists with the pupils' individualized health care needs including the administration of first aid, medication and/or specialized care to students, under the direction of a health professional, for the purpose of meeting immediate health care needs;
- picks up snacks and lunch carts from kitchen;
- serves snacks and lunch, and provides special equipment for eating;
- cleans equipment and returns it to the cafeteria;
- wheels students to and from buses;
- removes and lifts students from wheelchairs;
- participates in staff development activities, workshops and meetings;
- performs related duties as assigned.

Minimum Qualifications: Knowledge of the general needs and behavior of individuals with physical and/or mental handicaps. Ability to: establish and maintain cooperative and effective relationships with adults; demonstrate patience and tact in dealing with students with severe physical or mental handicaps use oral communication effectively with students and staff.

Working Conditions and Physical Abilities: Duties are typically performed in a school setting.
Must be able to hear and speak to exchange information; see to perform assigned duties; lift and handle students in caring for their personal needs such as toileting, aiding with bladder and bowel apparatus, administering to students subject to seizures, removing and replacing braces, etc.; lift students up to adult size, to perform such tasks as transferring students into and out of wheelchairs and other apparatuses; stoop; kneel; sit on the classroom floor for extended periods of time; use first aid and CPR.

No Child Left Behind Act (NCLB) Requirement: In order to satisfy the paraprofessional requirements of the NCLB Act, applicants must meet one of the following requirements:

- Completed at least 2 years of study at an institution of higher education;
- Obtained an associate's (or higher) degree;
- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading (or readiness), writing (or readiness), and mathematics (or readiness).

Experience and Education: In addition to meeting the NCLB requirement for employment detailed above, applicants must have completed college-level course work in general academic subject areas such as math, science, and English, and previous successful experience working with and caring for students with disabilities similar to those described above.

Licenses & Certificates: A valid Food Handlers Card issued by the San Diego County Department of Health Services is required within 30 days of appointment.
Possession of a First Aid and CPR certificate is required at time of appointment.

Other Requirements: In order to meet the requirements of AB346(s), persons in this classification are required to obtain both a California Department of Justice and an FBI clearance prior to starting employment.

Established: 2/83
Revised: 1/86, 2/93; 2/07; 6/07; 05/10; 10/10

Approved by the Personnel Commission: February 3, 1993