

The Howard County Public School System

Job Analysis

JOB TITLE: STUDENT ASSISTANT

DOT/O*NET Code: 359.677-010; 39-9011.00 (School Setting)

POSITION INFORMATION

Summary of Duties:

The Student Assistant, working under the supervision of a certified teacher or therapist, provides one-on-one assistance to special education students. The type of assistance provided depends upon the assigned student's disability, and may include assistance with one or more of the following: ambulation, transfers, personal care (toileting, diapering, dressing, grooming, feeding), accessing and storing materials and supplies, using therapeutic equipment, and participating in field trips or outings. It is the responsibility of the Student Assistant to remain in close proximity to the assigned student while the student is in his or her care, and perform other duties as required.

Essential Job Functions:

- To meet the student at the school bus in the morning, and to accompany him or her to the school bus in the afternoon.
- To provide one-on-one assistance throughout the day in the classroom, in the cafeteria, and in physical education, art and music. Assistance at recess may also be required.
- To accompany the student on field trips and outings.
- To assist the student with the use of therapeutic equipment or sensory aids, if required.
- To provide personal assistance in the restroom, if needed; assistance with diapering and dressing may also be required.
- To assist with lifting and/or carrying a student, as required.
- To assist with group activities.

Machinery, Tools, Equipment, Work Aides Used:

The equipment used by the Student Assistant will depend upon the needs of the assigned student, and may include any of the following:

- Hoyer lift
- Bicycles, wagons, scooters
- Walkers, braces, wheelchairs
- Stools
- Flat swings, exercise balls
- Other therapeutic equipment or sensory aids
- Desktop and/or laptop computers

Products/Materials Handled:

The products/materials handled by the Student Assistant will depend upon the needs of the assigned student, and may include any of the following:

- School supplies (pens, pencils, paper, books)
- Instructional materials/aids
- Snacks, lunches, utensils, trays

- Clothing, backpacks
- Personal care items; towels, cloths, soap
- Chairs or other classroom fixtures obstructing a student's path
- Machinery, tools, equipment, aides noted above

EDUCATIONAL/VOCATIONAL PREPARATION

- High School Diploma or equivalent.
- On-the-job training may be provided in the use of equipment or in lifting techniques.
- A Student Assistant may be referred for Crisis Prevention/Intervention Training.

REQUIRED CERTIFICATES/LICENSES

- The Student Assistant is required to participate in blood-borne pathogen training.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively with students and teachers.
- Ability to provide the appropriate level of assistance; patience to allow a student to complete a task at his or her own pace.
- Ability to carefully follow the instructions of the teacher or therapist.
- Ability to remain calm under trying circumstances when dealing with emotional outbursts, or students who must be restrained.
- Adaptability; willingness to accept assignments.
- Ability to work independently and as part of a team.
- Ability to recognize when assistance is required, request assistance from others and provide assistance to others.
- Some experience with, exposure to, or understanding of the needs of individuals with disabilities.
- Creativity in the handling of stressful situations is desired.

JOB SITE ENVIRONMENT

Work Site (inside/outside %):

- Inside: 90 to 95%
- Outside: 5 to 10% (field trips, outings, recess, or meeting buses)

Temperature Factors:

- As encountered when outside of the school; of note, recess and outings are generally not conducted in inclement weather or extreme heat or cold.

Noise Factors (sufficient to disrupt conversation):

- Occasional, activity-related noise

Air Quality Factors (fumes, dusts, gases, odors, mists, poor ventilation):

- N/A

Working Surface

- Tiled or carpeted floor; even surface
- Cement, grass, ground, or pavement outside; may be uneven or sloped
- Wet surface in area around therapeutic swimming pool

PHYSICAL REQUIREMENTS

| Non-Material Handling: | | | | | | | |
|-------------------------------|--------------|---|---------------|---------------------|----------------------|--------------------|--|
| | Not Required | | Rarely <1% | Infrequently <8% | Occasionally <33% | Frequently <66% | Constantly >67% |
| | N | R | I | O | F | C | <i>Description of Requirements at one time and throughout the shift</i> |
| Bend | | | X--X | | | | Generally partial bending for 5 sec to 1 minute at a time. Varies based on the needs of a specific student. Alternatives to bending may include sitting on a stool, squatting, and kneeling. |
| Squat | | | X--X | | | | Generally partial squatting for 5 sec to 1 minute at a time. Varies based on the needs of a specific student. Alternatives to squatting may include sitting on a stool, squatting, and kneeling. |
| Kneel | | | X | | | | Varies based on the needs of a specific student. Alternatives to kneeling may include sitting on a stool, bending, and squatting. |
| Crawl | | X | | | | | Varies based on the needs of a specific student. May be required during participation in stimulation activities or may not be required at all. |
| Balance | | | X | | | | Varies based on the needs of a specific student. May be required to walk on uneven surfaces during outings and recess. The active student needs to be followed and response to quick changes of position are needed. |
| Reach Above Shoulder | | | X | | | | Varies based on the needs of the student and specific facility layout. May be needed to retrieve and store equipment. |
| Sit | | | X-----X | | | | Varies based on the needs of the student and specific facility layout and program activities on a specific day. |
| Stand | | | | | X--X | | At the elementary level standing combined with walking is required for most of the work day on successive days. At the middle/high school level may be required all day but not every day. |
| Walk | | | | X-----X | | | At the elementary level walking is required for most of the work day on successive days. At the middle/high school level may be required all day but usually not successive days. |
| Running | | X | | | | | May be required based on the needs of a particular student. May be needed for up to 5 to 10 minutes at a time to retrieve an active student. |
| Alternate Sit/Stand | | | | | | X | Alternative positions are squatting and kneeling. |
| Hand Dexterity | | | | | | X | Needed to manipulate pen and paper and small and medium size objects. |
| Hand Controls | | | | X--X | | | May need to operate wheelchair or equipment controls |
| Foot Controls | | | X | | | | May need to operate equipment with a student |
| Stair Climb | | X | | | | | May be needed during outings |
| Ladder Climb | | X | | | | | Required for using step ladders when putting up bulletin boards, organizing closets, hanging student work |
| Driving | X | | | | | | Not Required |

| Material Handling: | | | | | | | |
|---------------------------|---------------------|----|---------------|---------------------|----------------------|--------------------|--|
| | Not Required | | Rarely <1% | Infrequently <8% | Occasionally <33% | Frequently <66% | Constantly >67% |
| | Repetitions per day | | 1-10 | <25 | <100 | 100-500 | 500+ per day |
| | N | R | I | O | F | C | <i>In pounds</i> |
| Lift Floor to Knuckle | | 50 | | | | | May be needed to assist in lifting a student from the floor. |
| 10 in. to Knuckle | | | 50 | 50 | | | May be needed to assist with lifting or stabilizing a student during activities, transfers or toileting. The frequency will vary depending on student's needs. |
| Knuckle to Shoulder | | | 25 | 25 | | | May be needed to retrieve and store equipment. |
| Shoulder to Overhead | | | 10 | 10 | | | May be needed to retrieve and store equipment. |
| Push | | | 50 | | | | Reserve capacity needed to redirect an active student. May be needed to move a wheelchair over irregular terrain during an outing. |
| Pull | | | 50 | | | | Reserve capacity needed to redirect an active student. |
| Carry | | | 50 | | | | May be needed to assist with carrying a student. |

ADDITIONAL INFORMATION/COMMENTS

- The specific duties of the position will vary according to the school and student to which assigned.
- Assistance in lifting or carrying a student is readily available.
- No repetitive use of the hands or forceful gripping with bent wrists is required.

JOB ANALYSIS REVIEW

Printed Name

Signature

Title

Howard County Public School System

Date

JOB ANALYSIS PREPARATION

Nancy Forest, M.A. CRC, CCM, CDMS, CLCP
Printed Name

Signature

Senior Rehabilitation Case Manager
Title

First Rehabilitation Resources, Inc.
Company

Date

Michael Caruso, PT, OCS, FAAOMPT
Printed Name

Signature

Industrial Physical Therapist
Title

Occupational Rehabilitation Associates
Company

Date