



**Job Title:** Job Facilitator – Special Needs

### **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Educational Support – 12

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

### **JOB SUMMARY**

The purpose of this position is to provide general instructional support in the assigned job training subject matter to mentally, physically, and emotionally handicapped students, requiring general knowledge of special education and therapy programs.

### **ESSENTIAL JOB FUNCTIONS**

- Performs a wide variety of instructional support duties in support of promoting the successful assimilation and performance of job functions by mentally, physically, emotionally handicapped, and other special needs students; All tasks are performed in compliance with all School District pre-established policies, procedures, and guidelines applicable special needs programs.
- Assists assigned instructor with instructional and vocational preparation and coursework delivery, e.g., distributes materials, collects and corrects students' papers, records progress.
- Assists instructor in maintaining environmental organization and discipline, e.g. takes attendance, monitors student work groups, reviews subject matter presented by the teacher.
- Organizes and effectively communicates class and course objectives, standards, and requirements for successful achievement.
- Assists in administration and monitoring of student testing.
- Assists students in small groups or individually, in completing assignments or classroom activities, under teacher supervision and direction.
- Escorts or assists students to and from various rooms and buildings on school campus, may include getting on or off school bus.
- Provides guidance and assistance to students as directed, in order to ensure appropriate assimilation of class and course content, supporting student success and achievement.
- May assist students with personal care and sanitary needs; May assist in feeding students by preparing, distributing, ordering, and administering snacks and special lunches; May assist students with physical needs or disabilities; May assist hearing or visually impaired students; May assist with various special medical needs.

- Assists with overseeing and monitoring student testing.
- Performs various clerical tasks, e.g., sorts materials, files paperwork, types correspondence and instructional materials, duplicate bulletins, collects fees and money.
- Conforms to safety standards as prescribed.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- High school diploma, GED, or equivalent.
- One (1) year of experience working with mentally, physically, or emotionally handicapped students in an organized learning or remedial institution.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess and maintain a valid Driver License.
- May require training in basic crisis intervention or other specialized training.
- May require enrollment within 90 days of employment in the 30-hour Child Care Course which must be completed within one year of beginning the course.
- May require 10 hours of continuing education in child care per year.
- May require 10 hours of continuing education in early childhood per year.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of child growth and development and developmentally appropriate practices.
- Requires the ability to display knowledge of methods and techniques employed with mentally, physically, and emotionally handicapped children.
- Requires the ability to display knowledge of basic behavior management principles and practices.
- Requires the ability to display knowledge of techniques in therapeutic positioning of physically handicapped students.
- Requires the ability to display knowledge of basic methods and techniques of training developmentally disabled children, including those with oral and motor handicaps and those with physical and cognitive limitations.
- Requires the ability to display knowledge of basic crisis intervention methods and procedures.
- Requires the ability to display knowledge of basic CPR methods and standard first aid.
- Requires the ability to display knowledge of universal health precautions.
- Requires the ability to use standard office machines and classroom equipment and materials.
- Requires the ability to display knowledge of the use of specified computer applications involving word processing, data entry, and/or standard report generation.
- Requires the ability to display knowledge of principles and practices of record keeping and charting behavior.
- Requires the ability to display knowledge of teaching and working with emotionally, physically, mentally handicapped, and other special needs students.
- Requires the ability to display knowledge of effectively leading and supervising a group comprised of special needs students engaged in carrying out classroom activities and functions.
- Requires the ability to assist teachers and providers with modifying learning materials and activities to meet the needs of individuals with different ability levels, learning styles, or disabilities.

- Requires the ability to establish a safe orderly educational environment with special needs children of varying ages.
- Requires the ability to handle students experiencing seizures, aggressive behavior, etc.
- Requires the ability to recognize symptoms of abuse and documenting and reporting observations.
- Requires the ability to establish and maintain effective working relationships.
- Requires the ability to display knowledge of general office practices and clerical skills.
- Requires the ability to use routine word processing software and familiarity with computer operations.

**PHYSICAL DEMANDS**

While performing the essential functions of this job the employee is regularly required to work in an environment for training and teaching emotionally and physically handicapped students, use hands to finger, handle, or feel, reach with hands and arms, bend at the waist, stoop, kneel, or crouch, lift and/or move up to 50 pounds utilizing proper safety precautions, use standard office and classroom equipment and materials, read printed materials and a computer screen, and communicate in person or over the telephone. The work also requires the following physical abilities in order to perform the essential job functions: balancing, grasping, hearing, mental acuity, pulling, pushing, repetitive motion, speaking, standing, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**