



Position Description

School District of Monroe

- JOB TITLE:** Exceptional Medical Needs Assistant
- CLASSIFICATION:** Hourly Support Staff
- JOB OBJECTIVE:** Assist Special Education teachers with daily instruction and required medical services as required individually for identified students. Motivate students to develop skills, attitudes, and knowledge sufficient for a solid foundation for higher grade education in accordance with each student's abilities.
- REPORTS TO:** Special Education Teacher
- QUALIFICATIONS:** Associates degree or High School diploma with equivalent experience. DPI Special Education program aide license. Basic computer and social media skills. Ability to develop positive student relationships, enabling optimal instructional development. Ability to lift up to fifty pounds in a general work setting. Ability to move and assist students utilizing adaptive equipment.
- ESSENTIAL DUTIES:**
- Work with and assist licensed special education teachers to accomplish classroom objectives
 - Become familiar with and implement all nursing procedures as required for each student
 - Assist students with toileting and personal hygiene as required
 - Assist students in positioning for physical and occupational therapy
 - Assist students with manipulation and use of adaptive and other equipment
 - Administer first aid as required
 - Supervise instructional activities to help students understand lessons
 - Follow through and consult with special education teacher on behavior plans and technique

- Learn and understand the medical and emotional capabilities of individual students. Deliver instruction and medical care for each individual student as appropriate
- Learn and utilize specialized medical equipment as required by student needs
- Manage small groups of students or one student at a time
- Confer with teachers on student performance
- Oversee students outside of the classroom during arrival, dismissal, field trips, and related activities
- Help teachers with clerical tasks
- Establish and utilize productive relationships with parents/guardians, students, staff, and community
- Meet and confer with parents/guardians to discuss their student's progress and objectives
- Maintain accurate and complete student records in accordance with district policies and state requirements
- Enforce administration policies and rules governing assigned students and class activities
- Collaborate with other staff members on student achievement and instructional methods
- Attend staff meetings and serve on committees as required
- Serve as a positive adult role model during interactions with students

ADDITIONAL DUTIES:

- Additional duties as deemed appropriate at the sole discretion of district leadership
- Maintain a current education knowledge base through educator networks, educational workshops and professional publications

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: May 2020