



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7359
Pay Grade: D07

FLSA: Non-Exempt
PESPA

MEDICAL / BEHAVIORAL ASSISTANT
REPORTS TO: Administrator
SUPERVISES: Not Applicable
QUALIFICATIONS: An associate's degree or sixty (60) credit hours from an accredited college or university OR graduation from high school or possession of a GED AND a passing score on the Para-Pro Assessment or alternative assessment which meets the federal/state requirements. Previous training or a willingness to participate in training related to meeting the needs of students with disabilities. Complete 45 hours micro-credentialing course training within first year of hire. Complete 16 hours refresher courses every 2 years.
MAJOR FUNCTION
Provides instructional support for students with medical or behavioral disabilities under the direction of one or more Exceptional Student Education (ESE) teachers. May also work with students with disabilities in general education classes under the direction of one or more general education teachers. Will collaborate with IEP team members to monitor and reinforce student behavior, interventions, medical self-care needs, communication, academic and sensory needs through observation, data collection and record keeping duties.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Implements teacher lessons with individual, small group or total class, as directed by supervising teacher(s) / therapist(s).• Provides hands-on assistance to teacher(s) / therapist(s) with activities that engage student in learning experiences.• Reviews and reinforces learning activities initiated by teacher(s) / therapist(s) in order to promote student mastery of concepts/skills.• If working with Deaf and Hard of Hearing or Visually Impaired students, will be required to utilize basic sign language, sighted guide and/or Braille documents.• Assists with collection of student performance data, as directed by supervising teacher(s) / therapist(s).• Assists with implementation of individual Behavior Improvement Plans and/or classroom management systems, as directed by supervising teacher(s) / therapist(s).• Assists students with independent living skills, e.g., feeding, toileting, dressing, and hygienic care. Care may include preparation of special foods and changing and laundering of student attire.• Administers medications, as needed, as described in the Pinellas County School Board Policy Manual.• Assists with student needs specific to disabilities, e.g., physical care, lifting, positioning, sign language, etc.• Prepares instructional materials, checks student work, maintains supplies and equipment for classroom use, types, files, and operates office equipment.• Daily assistance with, or monitoring of, equipment related to healthcare and physical needs as directed by therapist.• Assists with implementation of augmentative communication or assistive technology as directed by teacher(s) / therapist(s).• Assists in safety and care of FM systems.• May be required to accompany students on school system buses.• Participates in school-based or countywide staff development activities.

MEDICAL / BEHAVIORAL ASSISTANT

ESSENTIAL RESPONSIBILITIES (Continued)

- Participates in parent conferences and school staff meetings, including IEP meetings.
- Escorts students to and from classes, as needed, for student participation in ALL activities.
- Assists with school activities, such as lunchroom, recess, specials and bus.
- Assists with clean-up following activities.
- Provides daily communication with therapist and teacher regarding data collection.
- Uses ethical practices in providing feedback related to student's academic and medical needs.
- Provides close supervision or assistance in order to minimize self-injurious or explosive behavior.
- Works collaboratively with others.
- Performs other related duties as required.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 11/15/19 LM; BOARD APPROVED: 02/25/20

MEDICAL / BEHAVIORAL ASSISTANT

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds					X
2. Lift objects weighing 21 to 50 pounds					X
3. Lift objects weighing 51 to 100 pounds, with partner				X	
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds					X
6. Carry objects weighing 21 to 50 pounds					X
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data				X	
21. Using various technology tools				X	
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions			X		
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls			X		
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job				X	