

Additional Assistant – General, Level I

JobID: 21295

Position Type:

SUB & TEMP POSITIONS - TEMPORARY/ADDITIONAL ASSISTANT (M0526)

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Date Posted:

10/1/2024

Location:

SUBSTITUTES (555555)

Closing Date:

12/31/2024

BALTIMORE COUNTY PUBLIC SCHOOLS

CLASS TITLE: Additional Assistant (Level I)

REPORTS TO: School Principal

DEFINITION: Under the direction of the classroom teacher or special educator, who is the case manager for students with Individual Educational Programs, assists special and general educators by providing non-instructional support and assistance to students with moderate to severe disabilities to meet requirements necessary for participation in the school environment. Performs other duties as required.

EXAMPLES OF DUTIES:

- Provide direct assistance and support to students so that they can participate as independently as possible, in their least restrictive educational environment. Leads small group activities under the direction of the classroom teacher.
- Provides support for student communication which includes using a variety of communication devices/systems.
- Provides accommodations, and supplementary aids as outlined in the Individualized Education Program (IEP).
- May facilitates the student's use of mobility equipment, such as wheelchairs, leg braces, walkers, and prone standers.
- Assist and supervise students during mealtimes which may include support in obtaining food from the cafeteria, serving food, facilitating self-feeding.
- Assists in maintaining discipline and encouraging appropriate on-task behavior by the student.
- Accompanies the student on curricular/field trips to provide for personal needs.
- Provides opportunities for practice of goal related skills during daily routines and collection of data.
- Supports students in managing their behavior by implementing classroom and schoolwide support, and individual behavior intervention plans when applicable.
- Provides refocusing prompts for students as necessary. Rephrases directions as required.
- Assists students with transitions. Establishes rapport with students and maintains a positive relationship.
- Assists students with aspects of toileting and self-care, which may include diapering, lifting on and off the toilet and changing tables/mats, toileting systems, and hygiene.
- Carries out special instructions regarding special physical handling, care or exercises required by student.

Performs other duties as required.

MINIMUM QUALIFICATIONS:

Education, Training, and Experience:

Possession of a high school diploma or an appropriate equivalent is preferred.

Experience working with individuals with disabilities is preferred.

Knowledge, Skills, and Abilities:

Knowledge of school and classroom rules and activities. General knowledge of special education. Skill in verbal communications. Skill in establishing and maintaining interpersonal relationships. Skill in working closely with individuals. Skill in providing assistance and support to students. Ability to follow and enforce safety and disciplinary rules. Ability to establish and maintain effective working relationships with students, teachers, and other school personnel.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

The work of this class entails physical activities and is classified within the Medium physical demands which includes frequent walking, sitting, bending, twisting, kneeling, squatting, reaching, standing, climbing, lifting, and carrying, and related physical duties associated with assisting students.

FLSA: Non-exempt

SALARY: 18.00 per hour

BENEFITS: BCPS offers limited benefits for temporary employees that may include 403(b)/457 plans, paid sick and safe leave accruals, and access to credit union benefits.

Visit the BCPS website for additional information about benefit plans for BCPS employees at

https://www.bcps.org/hr/compliance/benefits_and_retirement

Revised: 4/2019, 3/2024

This class specification defines the types of duties and level of difficulty of work required of positions in this title. It shall not be held to exclude duties not mentioned nor limit the right of management to assign work to employees.

Contact Information

Office of Temporary & Support Services

6901 Charles Street, E Building

Towson, Maryland 21204

Phone: 443-809-8952

Email: otshiring@bcps.org

FMLA regulations require all employers to post the [updated FMLA notice](#).