

TITLE: Unique Needs Specialist (UNS)

DEPARTMENT: Special Services

REPORTS TO: Executive Director of Special Services

POSITION SUMMARY: The UNS has a specialized set of skills needed to assist specific challenging students to benefit from their special education program and make progress toward IEP (Individualized Education Plan) goals and objectives. The UNS will demonstrate strong behavioral management skills to assist in the management of students with significant behavior disabilities. The UNS is directly responsible to the Special Education Classroom teacher, building, and central administrative staff.

ESSENTIAL FUNCTIONS:

- Maintain confidentiality of special education students regarding characteristics such as their disabilities, school program, instructional/behavioral status, progress, plans and placements.
- Collaborate with classroom teacher, specialist and support staff to train other classroom staff as appropriate.
- Implement instructional/behavioral programs planned by teachers or support staff, including riding the bus with students to/from school, positive behavior support plans, visual supports, environmental supports, assistive technology as appropriate.
- Assist with preparation of instructional materials and tasks.
- Provide instruction to groups of students or on a one-to-one basis.
- Collect and record student data/observations on student performance.
- Provide /assist with one/two person lifts or transfers for lifting/transferring students that are not independent.
- Supervise student transitions to and from the bus, lunch, breakfast/recess, fire drills, other school activities, the community, work sites, or to a lesser restrictive environment.
- Care for the upkeep of specialized equipment used with the students in the classroom*.
- Carry out activities with the student as directed by the physical therapist, occupational therapist or speech and language pathologist, or other support staff*.
- Care for and/or train students with toileting, hygiene, health care or feeding activities*.
- Collaborate with the teacher to adapt classroom assignments so that the student may participate in classroom activities as fully as possible.
- Follow behavior/emergency response plans which may include assisting with time-outs, holds, and escorts*.
- Follow teacher's plan for communication with parents and outside service providers.
- Attend district training as required and collaborative team meetings as needed.
- Attend IEP or student planning meetings as requested by IEP case manager and/or administrative staff.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

*Training and equipment will be provided as needed to perform these duties.

QUALIFICATIONS:

EDUCATION: An Associate's degree (AA) or higher OR two years of study equivalent to 72 quarter credits OR an Educational Testing Service ParaPro Assessment documenting a score of 461 or higher. Official documentation will be required upon hire.gh school diploma or equivalent.

EXPERIENCE: Job related experience is desired. Previous successful classroom or similar experience in working with students with special needs preferred. Further the individual will possess the:

- ability to establish rapport with students, including those with significant physical, emotional, behavioral, communication, and/or cognitive limitations, in order to maintain an effective learning environment;
- ability to take direction, work independently, show initiative, and accept responsibility;
- ability to work as an effective team member;
- ability to communicate effectively in a pleasant, tactful, and professional manner;
- ability to adjust daily to various scheduling changes and changes in students' needs; and

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

- physical stamina and good health necessary to perform required responsibilities and the essential functions, including the lifting and transferring of at least 45 pounds or more if needed.

CERTIFICATES AND LICENSES: Possess current CPR/First Aid/AED card or be willing to obtain one within thirty (30) days of employment. Possess Right Response certification or be willing to obtain one in training provided by the District. Valid WA State driver’s license and appropriate insurance required in order to travel during the work day. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: Staff will attend periodic training for safe handling of bodily fluids, administering oral medication, using a gastronomy tube, perform clean intermittent urinary catheterization, de-escalation/restraint techniques and other specialized training as students’ unique needs make these services necessary. Secure Training is required. Once trained, staff will provide any and all of the services needed for all students in the LRC II program.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non Exempt

BARGAINING UNIT: Service Employees International Union, Local 925 (SEIU)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

_____ Name (sign) _____ Name (print) _____ Date