

Hotevilla Bacavi Community School

POSITION DESCRIPTION

Approved: March 13, 2026



TITLE: 1:1 Special Educational Attendant	EMPLOYMENT: 10 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Instructional

GENERAL STATEMENT OF RESPONSIBILITY: The 1:1 Special Education Attendant provides individualized support to a student with disabilities to ensure access to instruction, participation in school activities, and overall safety and well-being. This position supports students with a wide range of academic, behavioral, physical, and personal care needs.

I. Qualifications

1. High school diploma or equivalent required; additional coursework or certification in education, special education, or related field preferred.
2. Experience working with children with disabilities, including students with multiple or complex needs, preferred.
3. Ability to follow instructional and behavioral plans with consistency.
4. Knowledge of or willingness to learn personal care procedures and safe lifting/transfer techniques.
5. Ability to remain calm, patient, and professional in challenging situations.
6. Ability to lift, position, and assist students as required.
7. Ability to stand, walk, bend, and sit for extended periods.
8. Willingness to assist with personal hygiene and medical-related needs.
9. Ability to work in a variety of school settings, including classrooms, hallways, playgrounds, and buses assigned.
10. Compassion and respect for students with disabilities
11. Strong communication and teamwork skills
12. Dependability and professionalism
13. Flexibility to support a wide range of student needs

II. DUTIES AND RESPONSIBILITIES

1. Provide one-to-one instructional support to a student in accordance with the Individualized Education Program (IEP).
2. Ensure compliance with IDEA, Section 504, and applicable state regulations including Least Restrictive Environment (LRE).
3. Assist the student with academic tasks across subject areas, including reading, writing, mathematics, and functional skills.
4. Implement instructional strategies, accommodations, and modifications as directed by the special education teacher.
5. Support the student in maintaining attention, organization, and engagement during lessons.
6. Assist with use of adaptive equipment, assistive technology, or alternative communication systems as needed.
7. Support the student in developing appropriate social, communication, and self-regulation skills
8. Implement behavior intervention plans (BIP) and positive behavior supports as directed.
9. Monitor student behavior and provide feedback to teachers and administrators.
10. Support inclusion and participation with peers in classroom and school activities.

11. Assist the student with personal hygiene needs, which may include toileting, diapering, feeding, dressing, and handwashing, while maintaining dignity and confidentiality.
12. Support students with mobility needs, including transfers, positioning, and use of mobility equipment.
13. Assist with health-related tasks as trained and permitted, such as monitoring medical needs or following care plans.
14. Ensure student safety at all times, including during transitions, recess, lunch, and transportation as assigned.
15. Work collaboratively with the Principal, special education teachers, general education teachers, therapists, and other staff.
16. Communicate student progress, concerns, and observations in a professional and timely manner.
17. Participate in meetings, training, and professional development as required.
18. Maintain accurate documentation and confidentiality in accordance with school policies and legal requirements.
19. Promoting test preparation through the instruction of technology skills included in adopted assessments including BIE summative assessments.
20. Will make collaborative efforts to assist in reaching school improvement goals.
21. Will be in daily attendance of 90% or better on a monthly basis.

III. OTHER REQUIRED RESPONSIBILITIES

1. Attend staff meetings and all required school in-service program activities.
2. Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment.
3. Be responsible for following accountability procedures; know and observe Board policies and regulations.
4. Account for school and school property, as required.
5. Provide Quality Customer Service.
6. In the event of absence, contact his/her immediate supervisor within the specific time ensure coverage of duty area.
7. Performs other duties as assigned by supervisor.

IV. SUPERVISION RECEIVED BY: Principal and Special Ed Teacher/Coordinator

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Hotevilla Bacavi Community School Board functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

REVIEWED BY: _____ DATE: _____
Immediate Supervisor

APPROVED BY: _____ DATE: _____
Governing School Board