

**DEPARTMENT:** HEALTH  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** SEPTEMBER 16, 2011

**CHILDREN WITH SPECIAL NEEDS PROGRAM AIDE\***

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibilities in the Preschool Special Education Program (PSEP), Physically Handicapped Children's Program (PHCP), and the Children with Special Health Care Needs (CSHCN) Program. Work includes conducting and assisting in specific development activities and non-therapy activities to assist a preschooler with a disability in meeting their goals and objectives as outlined in their Individualized Education Program. Duties are performed under supervision of the Clinic Director. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Supervision of children in PSEP;
2. Conducts fine and gross motor development activities, readiness skills activities and structured play activities including planning and preparation materials;
3. Assists with activities of daily living (ADL);
4. Maintains supplies and inventory;
5. Maintains attendance records for PSEP;
6. Accepts referrals for PHCP, contacts hospitals to receive recommendations, maintains records, and ensures paperwork is complete and services are in place;
7. Conducts outreach and maintains resources for the CSHCN program;
8. Assists Early Intervention Program staff as needed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to supervise and secure the cooperation of preschool handicapped children; general knowledge of child development, ability to establish and maintain satisfactory working relationships with others, including coworkers and families; good organizational skills, ability to handle multiple tasks related to division programs; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma **and** one (1) year of working with children in a role of supervising their activities.

**NOTE:**

Verifiable volunteer and/or part-time experience will be pro-rated to meet the experience requirement.

\*Title changed from Speech Clinic Aide 9/16/2011