

**BOARD OF REGENTS  
STATE OF IOWA  
REGENTS MERIT SYSTEM**

**Class Title:** School Assistant

**Class Code:** 7741

**Pay Grade:** 405

**GENERAL CLASS DESCRIPTION:**

Under the supervision of a staff member in the area, works directly with students in activities programmed by the supervisor. Duties require the ability to work with, show concern for, and present a positive example to impaired and multi-impaired children, and the ability to exercise responsible judgment in routine and emergency situations.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Receives oral and written instructions from immediate supervisor.
2. Works with and services needs of children on a group or individual basis in personal, classroom, recreation, dormitory or busing activities.
3. Knows child's location, special needs and interests, social development, school progress and/or family background, and confers with other teachers, assistants, houseparents, health staff and/or other staff regarding the child's welfare.
4. Provides oral and written reports as requested or necessary for the welfare status of the students.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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**KNOWLEDGES, SKILLS AND ABILITIES:**

1. Ability to communicate orally and in writing.
2. Knowledge of basic principles and procedures of first aid.
3. Ability to keep accurate, up-to-date records.
4. Knowledge of emergency evacuation procedures.
5. Knowledge of human behavior and needs of impaired children.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

Ability to read, write and follow instructions.

**REVISION EFFECTIVE: July 1, 1989**