

# Job Safety Analysis (JSA)

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## Position Information

Job Title: Special Education Assistant

Department: NEISD

Prepared By: Risk Management Department, in cooperation with Special Education Department

## Job Tasks, Hazards, and Controls while under the supervision of the classroom teacher

| Job Task                                                                 | Hazard                                                     | Control Measures                                                                                                                           |
|--------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Assist with physical and academic support for students with disabilities | Muscle strain, injury from lifting or positioning students | Use team-lifting techniques and mechanical aids where available; follow training protocols                                                 |
| Provide personal care and hygiene assistance                             | Exposure to bodily fluids and potential infection          | Use gloves, follow hygiene practices and district procedures                                                                               |
| Monitor students during meals, recess, and transitions                   | Trips, falls, exposure to outdoor conditions               | Wear proper footwear; maintain close supervision and safe walking paths                                                                    |
| Behavior management and physical restraint                               | Risk of physical injury; emotional stress                  | Use approved de-escalation and restraint techniques; Wear protective arm sleeves to reduce scratches or bites; report incidents per policy |
| Elopement Prevention                                                     | Risk of falls or injury                                    | Follow training for elopement intervention; communicate with staff to assist                                                               |
| Assist with instructional activities and material preparation            | Repetitive motion injury, eye strain                       | Take scheduled breaks, use ergonomic workspaces                                                                                            |
| Lifting equipment or assisting with mobility devices                     | Back strain, pinched fingers, heavy lifting                | Lift with assistance when needed, use safe handling procedures                                                                             |
| Communicate student needs and progress to teacher                        | Miscommunication or incomplete information                 | Maintain logs; ensure verbal and written clarity with supervising staff                                                                    |

Revised by Monica Del Pozo, Assistant Principal, Regency Place 6-5-2025

Revised by Vanessa Showman Kosar Executive Director, Special Education 8-19-25

## **Emergency Considerations**

- Medical Emergencies: Know location of student emergency care plans, communicate with the nurse or administrator.
- Student Elopement: Follow district protocol to secure student and alert school authorities.
- Aggressive Behavior: Use trained interventions and de-escalation techniques, request assistance immediately.
- Fire/Severe Weather/Lockdown: Assist students per IEPs, ensure accountability, and follow district safety procedures.
- Utilize Behavior Intervention Plan (BIP) – request assistance based on student plan.

## **Personal Protective Equipment (PPE)**

The following PPE may be required depending on student needs and assignments:

- Disposable gloves (hygiene, medical care, feeding)
- Gait belts or lifting equipment (student transfers)
- Closed-toe, non-slip footwear, safety arm sleeves (daily use)
- Optional: Face masks during illness outbreaks or student health requirements

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