



Every Child Every Day

SUPERINTENDENT
TONYA HORNE-WILLIAMS

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Consent Agenda Item (Action Item): Consider/Approve the addition to the job description of the Special Needs Assistant the mandatory requirement for completion of restraint training and also the mandatory requirement that all special needs assistants must be physically, mentally and emotionally fit to restrain students when necessary.

Applicable State or Regulations: KRS 162.90 powers and duties of the local board

Fiscal/Budgetary Impact: None

History/Background: Floyd County Schools is committed to providing safe, supportive learning environments for all students and staff. Special Needs Assistants are essential in supporting students with diverse behavioral, emotional, and physical needs, some of which may require immediate intervention to maintain safety.

Student needs have become more complex, particularly for those with disabilities requiring behavioral support. Staff in these roles must be properly trained to respond to dysregulation, aggression, or risky behaviors.

Currently, although training such as CPI or other approved intervention programs is available and encouraged, the job description for Special Needs Assistants does not require completion of this training or clearly define the physical, mental, and emotional expectations for safely implementing restraint procedures.

Recommended Action: To approve as presented.

Contact Person(s): Ted George, Director of Human Resources (606)886-2354



Assistant Superintendent



Superintendent

Date: March 20, 2026

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FLOYD COUNTY SCHOOLS Job Description

TITLE:	Special Needs Assistant
QUALIFICATIONS:	High school diploma or G.E.D. and successful completion of KPA or completed two years of study at an institution of higher education. One year experience in working with children in an organized setting preferred.
REPORTS TO:	Principal
JOB GOAL:	Assists teacher in providing instruction to individual or small groups involving exceptional children.
TERMS OF EMPLOYMENT:	Salary and terms of employment according to approved salary schedules.
EVALUATIONS:	Performance will be evaluated in accordance with provisions of the district evaluation plan.

PERFORMANCE RESPONSIBILITIES:

- Tutors individuals or small groups of students typically with a disability or handicap, reinforcing and implementing instruction as directed by the teacher.
- Administer medications and injections subject to appropriate training requirements and provisions of state law.
- Transports students to and from activities and assists in preparation for treatment as required.
- Monitors and reports behavior of students according to approved procedures; reports progress regarding student performance and behavior; checks and assists students with lab work as necessary.
- Performs routine clerical duties such as preparation of instructional and classroom materials.
- Assists students in such physical tasks as putting on and taking off of outer wear, moving from room to room, using the lavatory and others; assist student in getting on and off the bus.
- Assists students by providing proper examples, emotional support, a friendly attitude and general guidance.
- Assures the health and safety of students by following health and safety practices and regulations.
- Directs group activities of students as assigned; assists in monitoring lunchroom and playground activities.
- Participates in meetings and professional development training programs as assigned.
- **Successfully completes restraint training.**
- **Be physically, mentally, and emotionally able to restrain students and restrain them when need be.**
- **Be physically able to bend, stoop, kneel, and crouch.**
- **Ability to transition quickly between locations in response to student needs or emergencies**
- Performs other duties as assigned to include student health related procedures.