

SOUTH EASTERN SCHOOL DISTRICT

TITLE: Personal Care Assistant

REPORTS TO: Superintendent/Designee

REFERENCE #: 517

APPROVED BY: Board of Directors

JOB SUMMARY: Provide daily assistance to special needs student on a one-to-one basis, typically directed by an Individualized Education Plan, Section 504 Agreement, or other written plan.

PRIMARY DUTIES AND RESPONSIBILITIES:

Duties are individualized per student, but may include the following:

- A. Provide academic assistance to student in various subjects as well as assist them with class work, homework, organizational skills, note taking, etc.
- B. Monitor student's behavior and progress and report this information to the teacher.
- C. Assist student to understand and follow teacher's instructions.
- D. Adapt school material and lesson plans to assist the student.
- E. Assist the student when traveling from various areas of the school throughout the day.
- F. Maintain confidentiality of the student's information.
- G. Provide the student with a positive and safe learning atmosphere.
- H. Enforce all school regulations and classroom rules with the student.
- I. Provide targeted, systematic feedback to the educational team (which may include the parent) at the request of the classroom teacher or as part of the individualized plan for the student.
- J. Assist student with self-help skills. (toileting, feeding)
- K. May assist in other areas as a paraprofessional when necessary.
- L. Perform other duties as assigned by the classroom teacher(s) and/or administration.

QUALIFICATIONS: Six months experience in classroom assistance is preferred. High school diploma or equivalent is necessary. Must possess communication skills, organization skills and the ability to work with students. Must be able to reach above and below the waist, walk and use fingers to pick, feel and grasp objects. Requires use of both hands for repetitive motion.

Bending and twisting of the body required. Lifts/carries supplies and papers weighing no more than 40 lbs. Ability to sit eighty percent (80%) of workday.

ESSENTIAL ACCOMODATIONS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is able to reach above and below the waist, walk and use finger to pick, feel, and grasp objects. Position requires the use of both hands for repetitive motion. Bending and twisting of the body are required. Employee must be able to lift/carry supplies and papers up to twenty (20) lbs. Frequent walking throughout building and frequent periods of sitting. Itinerants must have a valid driver's license.

TERMS OF EMPLOYMENT: A Personal Care Assistant shall be appointed by the Board of School Directors as a one hundred eighty (180) day employee and shall be compensated as determined during the annual budget development process. The number of days is an estimate and not guaranteed as they can vary and are dependent upon weather, half days, school closings, etc.

EVALUATION. Performance of the Personal Care Assistant will be evaluated annually, by the Superintendent/Designee, in accordance with adopted procedures.

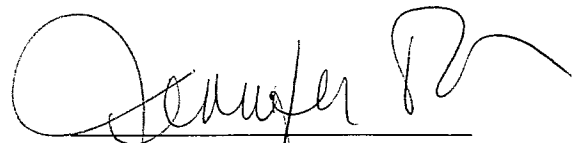
COMPLIANCE. It is the policy of the South Eastern School District not to discriminate on the basis of race, color, national origin, sex or disability in its employment practices as required by Title IX, Section 504 and Title VI.

DATES.

Original Adoption: September 21, 2006
Revised: June 18, 2015

SIGNATURES:


Secretary


President