Durham Public Schools Exceptional Children's Department
Job Description Exceptional Children's Instructional Assistant

JOB TITLE: Exceptional Children Personal Care Assistant

REPORTS TO: Building Principal

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 10 months, Classified, Nonexempt

SUMMARY:

An Exceptional Children Personal Care Assistant (PCA) provides direct support to a designated student to assist that student with accessing the school environment. The PCA may also assist the classroom teacher in every area necessary to provide support, instruction, and supervision for students.

RESPONSIBILITIES & DUTIES:

1. Provides one-on-one assistance to designated student(s). Details regarding assistance needed will be outlined in the student's IEP and medical records. If designated student is absent, PCA will provide assistance to other students under the direction of the classroom teacher and/or building administrator.
2. Performs, under general supervision, a variety of technical and clerical tasks in assisting the teacher, as needed.
3. Stays abreast of activities performed by the teacher, daily routines of the classroom, student handbook rules, handbook of Parent's Rights and procedures to follow in the event of an emergency.
4 . Obtains and maintains certification in Nonviolent Crisis Intervention and additional trainings and Professional Learning Communities as outlined by EC Central Services and building administrator.
5. Participates in professional learning to assure implementation of: adapting instruction, use of equipment and tools for students with disabilities; confidentiality regulations; principles of organization and administration of the school district; curriculum for the grade/age of the children with which assistant is assigned to work; evidence-based practices for teaching students with disabilities; research-based curriculums.
8. Under the supervision of the teacher, provides direct and indirect instruction to students; assists students with becoming increasingly independent.
9. Provides supervision of student(s), ensuring the safety and well-being of students; implements use of positive reinforcement procedures to teach and reinforce appropriate behaviors.
10. Collects data on student performance under the direction of the teacher.
11. Performs various clerical duties as needed, maintains records of student progress; develops and files incident reports; grades student papers and scores tests; checks daily attendance; makes copies; develops classroom display and instructional materials; maintains and operates audiovisual equipment; orders supplies; maintains class files, etc.
12. Assists with the delivery of specialized services for students in need daily living skills and self-care skills; includes but is not limited to tube feeding, catheterization, toileting, changing diapers, lifting, pushing wheelchairs, use of other adapted equipment; and other necessary and appropriate medical procedures under the training and supervision of the school nurse and/or classroom teacher.

13. Administers medication, when trained, and monitors special diets.
14. Performs general housekeeping duties; sets up a variety of equipment each morning; puts equipment away at the end of the day; washes mats, toys, equipment, etc. with appropriate cleaning supplies; performs simple repairs and maintenance related to student and school equipment.
15. Accepts possible exposure to blood borne pathogens and other bodily fluids and may be required to wear personal protective equipment such as latex gloves.
26. **PreK:** May work with EC Specialized Programs as follows: accompany classes on field trips; assist with physical education class; assist with the instruction of emergency procedures; performs lunch, bus, hall duty, etc.; keeps abreast of and adheres to child care licensure and sanitation rules and regulations.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

Associates Degree; in combination with the training and experience to demonstrate the required knowledge, skills, and abilities to effectively do this job. Must meet paraprofessional requirements under No Child Left Behind; required. Must become initially certified in a Crisis Intervention Program and any other specific program to be determined by the DPS Exceptional Children's Department, as well as, maintain that certification through the proper renewal process (adhering to all timelines).

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work independently and efficiently, including the ability to research and gather information from varied sources.
2. Working knowledge and proficient level of experience with Microsoft Office programs such as Word, Excel and PowerPoint.
3. Ability to learn, interpret and explain departmental and systems procedures and policies.
4. Ability to walk, lift, reach, stoop, stand, grasp, kneel, crouch, and key requiring repetitive Motions; Lift students of various weights independently and with shared responsibility.
5. Ability to communicate effectively; possess excellent oral and written communication skills (grammar, spelling, etc).
6. Operate/use a variety of automated office machines and other office equipment.
7. Safely work in situations of exposure to blood borne pathogens, which may require specialized personal protective equipment.
8. Establish positive relationships with students.
9. Perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations.
10. Apt to teach or assist in providing instruction.
11. Familiar with best practices in working with students with disabilities.
12. Ability to relate well to diverse groups of people.
13. Strong organizational and problem-solving skills.
14. Ability to prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation, etc.
15. Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
16. Apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.
17. Perform under stress; deal with persons acting under stress and adapt when confronted with emergency situations.
18. Be aware of cultural differences among individuals and groups of persons.

PHYSICAL REQUIREMENTS:
Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

DISCLAIMER:

The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

Signature_____ Date_____