

LORAIN CITY SCHOOL DISTRICT

JOB DESCRIPTION

Title: Personal Attendant

Department: Teaching and Learning

Reports to: Assigned Administrator

Salary Grade: Per negotiated agreement

Date: November 19, 2013

This job description of Personal Attendant is for individuals providing one on one assistance to students with special needs.

JOB SUMMARY:

Under the supervision of the principal, works closely with the Teacher to provide assistance to a special education **student** as identified by the District.

ESSENTIAL JOB FUNCTIONS:

- Personal Attendant as identified in the student's IEP.
- Dependent on IEP and student's identified disability.
- Assists assigned student with classroom instruction.
- Supervises assigned student if needed to calm, redirect, de-escalate in the classroom or a separate setting if needed.
- Demonstrates a willingness to participate in and attend field trips and community experiences.
- Demonstrates a flexibility to quickly change activities and /or approach taken with individual children.
- Assists student with routine daily activities (i.e. feeding, toileting, diapering, personal grooming, and changing clothes).
- Coordinates and assists student when moving between areas; assisting with student positioning as directed by the teacher or therapists.
- Documents classroom programs, gathers data, prepares documents and tracking tools when appropriate.
- Escorts student when needed.
- Provides support to the teacher with the implementation of IEP's for the special needs student.
- Distributes instructional materials to student when appropriate.
- Cleans and maintains materials and equipment in room as needed.

- Maintains and collects data for individual student as directed, provides feedback to teacher and parents as needed.
- Assists student in understanding teacher instruction.
- Maintains confidentiality of student information and records as required by law.
- Willingness to follow classroom schedules and behavior plans.
- Prepare parent communication when applicable.
- Follows federal and state laws.
- Adheres to School Board Policies.
- Performs other job duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

- Demonstrates punctuality in reporting to work and the completion of assigned duties.
- Demonstrates a reliable attendance record.
- Participates in meetings, activities, and in-service training opportunities and utilize information received to improve performance.
- Interacts appropriately with students, staff, parents, and community members in a positive and professional manner.
- Helps maintain a safe learning environment for students.
- Maintains a good grooming and personal appearance.

MINIMUM REQUIREMENTS:

Ability to deal with the public tactfully and courteously and to work harmoniously with the parents, students, and other employees. Pass state mandated criminal check and district's substance abuse test.

Maintains the Educational Aide Permit obtained from the Ohio Department of Education. A willingness to learn alternative modes of communication to work with individual needs.

WORKING CONDITIONS:

While performing the duties of this job, the employee must be able to use a keyboard, calculator, and telephone. Frequent sitting, talking, hearing, and occasionally stand, stoop, kneel, crouch, crawl, lift (10lbs.), and an ability to adjust vision for close vision work.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT: As per the Collective Bargaining Agreement with OAPSE 120

EVALUATION: By assigned administrator

The information contained within this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties for this position. Additional duties will be performed by the individuals holding this position and additional duties may be assigned in the future.

The positions of Personal Attendant shall be assigned by the District in such a manner as the District believes is in the best interests of the student, taking into consideration gender, work schedules, personalities and the desires of the student's parents and the employee. Prior to any permanent change in assignment of a Personal Attendant, the District shall meet and confer with the union and the employee involved.

Employees can submit a bid for Personal Attendant Vacancies with the Location of the assignment listed and will be considered; however filling of the vacancy will be determined by the provisions stated above.