

SUPPORT STAFF JOB DESCRIPTION

Personal Care Assistant

Reports to: Building Nurse and Building Principal in Collaboration with Executive Director of Elementary Education

General Summary: Health service staff shall help provide a healthy and safe atmosphere in which to promote learning in accordance with district policies and procedures. This position shall abide by all state, federal, and district policies and procedures and constantly be aware of programs or actions that might need to be implemented for the environmental protection of the students and staff. The Personal Care Assistant performs various tasks as delegated by the designated school nurse and the special service team.

Essential Functions:

- 1) Medication administration: Strictly follow state, federal, and district policies and procedures, including the proper storage, dosing, administration, and recording of prescribed medications for students with medical needs.
- 2) Health monitoring: Observing and assessing potential health concerns and reporting any changes to the designated school nurse. Promoting and protecting the physical, mental, social, and emotional well-being of students and staff.
- 3) First aid and emergency response: Providing immediate first aid for injuries or medical emergencies, including basic wound care, emergency intervention, and notifying the designated school nurse or emergency services when necessary.
- 4) Personal care assistance: Supporting students with personal hygiene needs and activities of daily living such as toileting, feeding, dressing, and mobility assistance, depending on the individual's needs and IEP specifications.
- 5) Medical equipment management: Operating and maintaining specialized medical equipment, such as wheelchairs, oxygen concentrators, or feeding tubes, as required by students' needs.
- 6) Communication and collaboration: Maintaining open and professional communication with the designated school nurse, special service team, parents, and other healthcare providers to ensure coordinated care and student well-being.
- 7) Health education and awareness: Promoting healthy habits and hygiene practices among students with disabilities, including providing basic health education tailored to their needs.
- 8) Adapting classroom environment: Assisting in modifying the classroom environment to accommodate students with medical needs, such as adjusting furniture or lighting as necessary.
- 9) Individualized care: Adapting healthcare practices to meet the unique needs of each student based on their IEP and medical plan.
- 10) Behavioral management skills: Provide support to students facing behavioral challenges, guiding them in personal interactions and fostering interpersonal skills. Help students with disabilities build effective problem-solving strategies for success.

- 11) Work Operations: Maintains work operations by following policies and procedures, observing laws, district policies and procedures, and professional standards for the position
- 12) Documentation and recordkeeping: Maintain accurate records of all medical interventions, observations, incidents, and medication administration in required logs and reports. Document student performance in academic and school activities, ensuring compliance with mandated requirements. Monitor students' progress under the direction of the assigned classroom teacher, providing timely feedback to students, teachers, and other service providers, aligning with IEP goals as appropriate.
- 13) Classroom Integration and Participation: Carry out support tasks to create an effective, inclusive learning environment. Actively engage as a collaborative team member across all settings, helping to implement team decisions, share relevant insights, and assist with planning, problem-solving, and decision-making to promote student success. Facilitate the integration and active participation of assigned students within the classroom setting.
- 14) Teacher Assistance: Assist teachers in both specialized and general education settings by adapting, organizing, and presenting diverse instructional materials, activities, and assignments. Reinforce essential learning concepts while supporting instructional staff in fostering students' academic skills, self-care, and social development. Contribute to a positive learning environment through personalized support and engaging resources to promote student growth and success.
- 15) Confidentiality: Strictly adheres to confidentiality requirements regarding all matters pertaining to students, parents, and parent communications.
- 16) Attend meetings, workshops, conferences, trainings, etc., and receive and convey information about job functions.
- 17) Perform other related duties as required/assigned.

Qualifications:

1. **Education level** – High school graduate or equivalent
2. **Certification** – Certified Nursing Assistant (CNA) preferred, Nonviolent Crisis Intervention certification, CPR certified
3. **Experience desired** - Home or community health, Pediatrics
4. **Other requirements** - Must successfully pass a background check and drug test satisfactory to the Board of Education. Must maintain licensure. Understand and support the District's Comprehensive School Improvement Plan. Excellent organizational skills, strong oral and written communication skills, time management, and telephone skills. Computer knowledge and assistive technology.
5. **Physical Requirements/Environmental Conditions** – Requires prolonged sitting and standing; walking, requires stooping, bending, reaching and lifting; pushing, grasping, talking, hearing, and seeing. Specific vision abilities required by this job include close vision such as reading handwritten or typed material and the ability to adjust focus. Using repetitive motions; requires physical exertion to manually move, lift (50 pounds) of materials or lift children from wheelchairs, etc., carry, grasp, pull, or push heavy objects or materials; must work in stressful and hectic environments; requires the ability to handle multiple task with frequent interruptions; may require some travel; requires physical and emotional endurance; must be able to work long and irregular hours; and requires regular and consistent attendance and physical

presence at the job. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Evaluated By: Executive Director of Special Services in collaboration with the Building Principal

Length of Contract: 185-195 days (depending on assignment)

Type of Position: Nonexempt

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.

Board Approved: 02-13-2025