

Little Falls Community Schools

Human Resources Department
 Little Falls Community Schools
 Independent School District No. 482
 1001 5th Avenue SE
 Little Falls, Minnesota 56345
 (320) 632-2006

Job Title: PERSONAL CARE ATTENDANT/EDUCATIONAL PARAPROFESSIONAL

Terms of Employment

Duration: per employee individual contract **Sick Leave:** per master agreement
Work Week: per employee individual contract **Fringe Benefit:** per master agreement
Salary Range: per master agreement **Vacation:** per master agreement

Reports to: Building Principal
Supervises: None

General Summary or Purpose Of Job:

The purpose of this position is to support the student in the school program so he/she can participate in learning activities within the instructional environment. This position involves working with students who are severely disabled and/or are medically fragile needing support and care with basic functional activities such as eating, toileting, dressing, mobility, etc.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. Not all have disabilities requiring all services listed below. However, over a period of time, a PCA/EP could expect to perform many of these duties. The responsibilities listed below are taken from the Department of Human Services list of services that can be billed to Medicare and Insurance Companies for eligible students.)
1.	<u>Eating:</u> The process of getting food into the body including: transfers, mobility, positioning, hand washing, application of required orthotics for eating, food preparation and feeding or assistance with feeding;
2.	<u>Toileting:</u> Bowel/bladder elimination and care including transfers, mobility, position, feminine hygiene, using toileting equipment and supplies, cleansing, inspection of the skin and adjusting clothing;
3.	<u>Grooming:</u> The process of personal hygiene including hair care, oral care, nail care, applying cosmetics and deodorant, and the care of eyeglasses, contact lenses and hearing aids;
4.	<u>Dressing:</u> The process of being clothed appropriately for the day including applying or changing clothing for the child/student, applying TED hose, orthotics and prosthetics;
5.	<u>Bathing:</u> The process of starting and completing a bath or shower including transfers, mobility, positioning using soap, rinsing, drying, skin inspections, and applying lotion.
6.	<u>Transferring:</u> The process of moving or assisting a child/student with moving from one seating/reclining area to another including standing by to assist if needed, pivoting the person, two people assisting or using a Hoyer lift;
7.	<u>Mobility:</u> The process of ambulation including using a wheelchair and assisting a person with ambulation;

8. Positioning: The process of moving the person for necessary care and comfort or to relieve pressure areas including positioning the child/student in a bed using pillows, wedges or bolsters and repositioning him/her in a wheelchair, bed chair or sofa.
9. Transportation: The process of accompanying the child/student to and from school on a school bus or during off-campus activities such as but not limited to field trips;
10. Due to limited staffing some academic instruction duties may be assigned. These duties are not able to be billed under Medical Assistance.
11. Will communicate effectively with the child
12. Will provide PCA services and respond appropriately to the needs of the child and report changes in the child's condition or behaviors to his/her supervisor
13. Other duties as assigned.

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- “Highly Qualified” as defined in federal and state regulations.
- Meet Minnesota’s requirements which are in compliance with the federal “No Child Left Behind”
- Trained in emergency procedures (CPR, CPI)
- Must have the desire to work with and nurture students with disabilities in their pursuit of their education goals and objectives
- Must have good communication skills; be patient, caring and healthy.

Certification or Licensing Requirements (prior to job entry):

- A minimum of 60 semester credits or the amount required to complete two years of full time enrollment as determined by the institution attended or
- An AA, AS, AAS (or higher) degree or
- A demonstration, through a formal state or local academic assessment:
 - Passing score on Minnesota approved assessment list and,
- Must have completed one of the training requirements:
 - Nursing assistant training program or its equivalent for which competency as a nursing assistant is determined according to a test administered by the state Board of Vocational Education.
 - Homemaker/home health aide per-service training program using a curriculum recommended by MDH.
 - Accredited educational program for licensed registered nurses or licensed practical nurses; or
 - Training program that provides the person with skills required in order perform the covered PCA service.

Knowledge Requirements:

Requires knowledge of:

- and the ability to assist in instructing in the areas of reading, writing and math;
- classroom management;
- support in library or media center;
- communication with peers, professional staff and parents;
- working with students with severe, physical, emotional and intellectual disabilities.

Skill Requirements:	
Skilled in:	
<ul style="list-style-type: none"> ▪ following instructional guidelines under the supervision of a teacher; ▪ using computers; ▪ providing one-on-one and/or small group instruction; ▪ modifying and/or working with adaptive technology; ▪ implementing behavior management plans; ▪ positioning of students for appropriate care; ▪ CPI (Crisis Prevention Intervention); ▪ CPR (Cardio Pulmonary Resuscitation). 	

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			✓	
Walk			✓	
Sit			✓	
Use hands dexterously (use fingers to handle, feel)				✓
Reach with hands and arms				✓
Climb or balance		✓		
Stoop/kneel/crouch or crawl		✓		
Talk and hear				✓
Taste and smell		✓		
Lift & Carry: Up to 10 lbs.			✓	
Up to 25 lbs.		✓		
Up to 50 lbs.		✓		
Up to 100 lbs.	✓			
More than 100 lbs.	✓			
General Environmental Conditions:				
The typical noise level is considered to be moderate.				
General Physical Conditions:				
Work can be generally characterized as:				
Medium Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.				

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements		
Close Vision (20 in. or less)	✓	
Distance Vision (20 ft. or more)	✓	
Color Vision	✓	
Depth Perception	✓	
Peripheral Vision	✓	