

EC: Personal Care Assistant

<u>Reports to:</u>	Supervising Teacher and Principal
<u>Supervises:</u>	None
<u>Term of Employment:</u>	10 months
<u>Salary:</u>	Regular Education TA - Teacher Assistant I - 56
<u>FLSA Exempt/Non-Exempt:</u>	Non-Exempt

- Qualifications:**
- **Graduation from high school**
 - **Possession of an equivalent combination of training and experience which provides the required knowledge, skills, and abilities for the position**

Essential Job Functions:

The Personal Care Assistant is assigned specifically to a student or group of students who regularly need one-on-one assistance to maintain appropriate and equitable participation in a school setting and will:

- Assist with maintaining a classroom environment conducive to learning
- Assist with preparing, collecting, and set-up of materials for student participation
- Provide instructional, behavioral, or physical assistance to students individually or in small groups at the direction of the teacher to reinforce and follow-up instruction
- Assist in the supervision of games and other recreational activities to promote physical, mental, and social development
- Assist with observing, collecting, and reporting student academic and behavioral data
- Assist with the implementation of a functional behavior assessment and behavior intervention plans if necessary
- Operate and or assist in the use of student mobility devices such as, but not limited to, walker, wheelchair, braces, canes, etc.
- Assist in the usage of medical equipment
- Implement behavior, medical, emergency, or crisis plans
- Assist in the implementation of therapy programs developed by speech and language pathologists, occupational therapists, physical therapists, and other support staff
- Provide assistance in emergency situations to any student(s) who is health-impaired, wheelchair-bound, or seizure-disoriented
- Manage a student's personal needs such as feeding, toileting, diapering, etc. for the purpose of providing care to the student whose primary area of concern is of medical orientation
- Contribute to a positive environment by working closely with the teacher and other classified team members
- Demonstrate initiative when supervising students
- Honor professional ethics and confidentiality
- Participate in professional development opportunities as assigned
- Perform any additional duties as required or assigned by the supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

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.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, kneel, crouch, key requiring repetitive motions
- use visual acuity in preparing and analyzing written or computer data
- visually inspect small defects and/or small parts
- operate a variety of machines, motor vehicles, hand, and job specific equipment and tools
- determine the accuracy and thoroughness of work
- observe general surroundings and activities
- communicate by spoken word to express or exchange ideas and convey detailed or important instructions to others accurately, loudly, or quickly
- safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment
- communicate effectively orally and in writing
- establish positive relationships with students
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- work with both children and adults with disabilities
- talk and hear: (Talking: expressing or exchanging ideas by means of spoken words/
Hearing: perceiving nature of sounds by ear)

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the position. All employees may have other duties assigned at any time.