

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: PERSONAL CARE ASSISTANT

TYPE: Classified

REPORTS TO: Principal or Student & Program Support Administrator

POSITION SUMMARY:

The primary purpose of this position is to assist an individual student or group of students who are severely impaired and/or medically fragile or who have severe behavior problems which necessitates an increased level of supervision and training as determined by the district. Emphasis will be on carrying out specific student plans and protocols under the direct supervision of a teacher. In this position, personal care is primary and academic assistance is secondary.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Demonstrated knowledge and ability through a formal state or local academic assessment.
3. Criminal history clearance.
4. Demonstrated competence of district required training activities OR equivalent training or experience as determined by the Director of Student Achievement.

ESSENTIAL FUNCTIONS:

1. Performs skilled nursing tasks as delegated by a Registered Nurse and/or performs Positive Behavior Support Systems interventions as delegated by and under direct supervision of a Student Services Program Consultant or Special Education Teacher.
2. Performs tasks of oral hygiene, diapering, feeding, dressing, and grooming and/or performs Functional Behavior Analysis and implements physical restraint in accordance with training.
3. Documents clinical observations and nursing care and/or student behavioral data and intervention data.
4. Carries out nursing care plan including physical rehabilitation tasks (range of motion, positioning, lifting) and/or comprehensive student management plan including behavior strategies.
5. Implements behavioral strategies as an intervention tool prior to developing a Behavioral Support Plan for an identified student.
6. Assists in developing and carrying out individual programs of instruction and support for designated students under supervision of the teacher.
7. Carries out program activities in conjunction with student's IEP and under supervision of classroom/special education teacher(s).
8. Utilizes appropriate measures to provide a safe and secure environment for the student and self.
9. Carries out physical activities as developed by the Adaptive Physical Education Consultant and Physical Therapist.
10. Accompanies the student when transported to provide care as needed.
11. Participates in staffing or parent meetings as directed.
12. Assists parents and community members as needed.
13. Participates in district classified assistant staff development program activities.
14. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
15. Lifts, moves, or restrains a student on a regular basis.
16. Moves students in wheelchairs on primarily level surfaces.
17. Frequent and prolonged talking/hearing conversations.

PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires: R - Rarely (Less than .5 hr per day) O - Occasionally (.5 - 2.5 hrs per day) F - Frequently (2.5 - 5.5 hrs per day) C - Continually (5.5 - 8 hrs per day) NA - Not Applicable					
Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary standing			X		
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)	X				
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing		X			
Fine manipulation			X		
Using foot control	X				
*Pushing/Pulling Maximum weight: <u>50 lbs.</u>		X			
*Lifting/Carrying Maximum weight: <u>40 lbs.</u>			X		

* Identify items typically moved: Students, carts, wheelchairs, chairs, supplies, book, file drawers

LEBANON COMMUNITY SCHOOLS
Position Description
PCA(cont'd)

OTHER REQUIREMENTS:

1. Possible exposure to bodily fluids due to student or employee illness or injury.
2. Work is almost exclusively indoors.
3. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
4. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current work year of approximately 180 paid days, subject to change.

Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date