DEPARTMENT: **SCHOOLS**
CLASSIFICATION: **NON-COMPETITIVE**
APPROVED: **OCTOBER 20, 2022**

PERSONAL CARE AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves working under the direct supervision of the Special Education teacher, other teachers, or the Director of Special Programs. The incumbent gives personal care services and assists with daily instructions in school including assisting the student with reading, writing and other curricular tasks. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists students in the use of adaptive equipment;
2. Actively participates in tube feeding;
3. Accompanies students to whom assigned, within classroom, within school building, and on trips to lavatories;
4. Participates as a resources person in the assessment of student abilities, progress, and needs, and in determinations of student placement;
5. Assumes diapering, toileting and personal hygiene responsibilities, as may be required by students' varying degrees of independence;
6. Lifts students into and out of wheelchairs, and onto and up from lavatory facilities;
7. Performs simple tasks for students, e.g., sharpening pencils, opening books, and carrying lunch trays;
8. Under the supervision of the special education or other teacher, works to reinforce instructional material initially introduced by the teacher, and assists with reading, writing, and other curricular tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the application and use of adaptive equipment, including but not limited to, wheelchairs, rifton chairs, standing podiums, braces, touch walkers, liberators, and adaptive eating utensils; ability to foster supportive and sympathetic relationships with students generally, and students with special needs; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Candidates must meet one of the following:

1. Graduation from high school or possession of an equivalency diploma; **OR**

2. Childcare experience or experience or knowledge in a particular field where specialized duties are involved; **OR**

3. 600 hours of satisfactory experience as a Volunteer or Monitor in a School System; **OR**

4. 600 hours of satisfactory leadership experience in a community, church, or educational/recreational organization involving children.

NOTE: Verifiable volunteer and/or part-time experience will be pro-rated towards meeting the experience requirements.