**Job Title**: Personal Care Assistant

**Summary**: It is the responsibility of the Personal Care Assistant to work closely with staff in assisting students to achieve individual student academic and personal objectives in order to become responsible and successful adults.

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Attend to personal needs of disabled students including, but not limited to, using prosthetic devices, bathing, dressing, eating, grooming, and bowel/bladder care. Protect student privacy while doing so.
* Secure or hoist students into necessary equipment such as chairs, slings, stretchers, pool, etc.
* Call for medical services for students when needed.
* Help students embark and debark from busses.
* Escort or wheel students to various locations of school.
* Assist educators and case managers in implementing classroom goals and objectives.
* Attend and participate in student conferences as needed.
* Perform clerical tasks as requested (i.e. taking attendance, typing, duplicating, making phone calls, and running errands).
* Become familiar with and carry out student accommodation plans; assist students in attaining IEP objectives.
* Observe, record and chart behavior of students as needed.
* Assist student (s) in learning to become responsible and successful in preparation to adulthood.
* Provide student assistance during evacuation drills (fire, tornado, crisis, etc.).
* Maintain confidentiality of all student information.
* Provide CPR and AED for students as needed.
* Provide assistance with daily activities including physical and occupational therapy.
* Transport students in school vehicles.
* Assist certified staff with students’ daily/weekly behavior plan.
* Assistant with maintaining safety of class environment.
* Provide 1-1 assistance with feeding, toileting, personal hygiene, and protecting student privacy.
* Physical transfers to provide 1-1 assistance with feeding, toileting, and personal hygiene.

**Supervisory Responsibilities**: None

**Education, Certification, and Experience**:

* ISBE teaching certificate or Paraprofessional Letter of Approval
* Experience working with persons with disabilities preferred
* CPR/AED Certification

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to work independently, stay on task, multi-task, and take responsibility to complete assigned projects and duties in a timely and efficient manner

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | O | Kneel | F | Lift/Carry > 50 lbs. | O | Push/Pull > 50 lbs. | F | Talk | F |
| Climb Stairs | F | Lift/Carry under 10 lbs. | F | Push/Pull under 10 lbs. | F | See | F | Twist | F |
| Crawl | S | Lift/Carry 10-25 lbs. | F | Push/Pull 10-25 lbs. | F | Squat | F | Walk  | F |
| Hear | F | Lift/Carry 25-50 lbs. | F | Push/Pull 25-50 lbs. | F | Stoop/Bend | F |  |  |

**Calendar/Work Schedule and Compensation:**

Annual Calendar: 191 Day Calendar

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

 \_X\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

 \_\_\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Special Education Coordinator

**Classification**: \_\_\_ Administrative

 \_\_\_ Supervisory

 \_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

 \_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

 \_X\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_X\_ Non-Exempt from overtime under the Fair Labor Standards Act

 \_\_\_ Exempt from overtime under the Fair Labor Standards Act