

# Sunflower County Consolidated School District

Miskia Davis, Interim Superintendent

*"United For Excellence"*



## **JOB DESCRIPTION**

**TITLE:** Personal Care Assistant

### **QUALIFICATIONS:**

- High school diploma or GED required
- Experience working with students with disabilities preferred
- Ability to lift 50 pounds
- Ability to stand for long periods, as well as some walking, climbing, carrying, bending, kneeling, crawling, pushing and pulling

**REPORTS TO:** Teacher, Principal, and Exceptional Education Director

**SUPERVISES:** N/A

**JOB GOAL:** To provide support and paraprofessional work assisting classrooms teachers or other professional to achieve instructional objectives, assisting students with disabilities with achieving established goals and with personal care and mobility

### **PERFORMANCE AND RESPONSIBILITIES:**

- Assist classroom teacher in performing specific duties as assigned or undertaking specialized tasks to achieve and enhance instructional and behavioral objectives
- Work with individual, small group, or large groups as assigned by teacher
- Assist with behavioral modifications as assigned by teacher
- Lift, move, and operate adaptive equipment
- Assist students with personal care tasks, including but not limited to , feeding, lavatory, clothing, hygiene, diapering, toileting, and wash-up routines
- Escort students as assigned by teacher or administrator
- Assist students with mobility needs such as lifting and positioning student, lifting in and out of wheelchairs, loading and unloading on the bus, transporting student in and around school and on field trips
- Monitor students during assigned periods within a variety of school environments for the purpose of maintaining a safe and positive learning environment
- Provide a programmed practice of activities and repetitions as developed by the teacher, therapist or pathologists
- Report student concerns directly and expeditiously to teacher and assist with student resolution
- Assist with breakfast, lunch, and snack, including clean-up
- Operate adaptive equipment

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- Supervises independent student study.
- Attend and participate in professional development activities
- Follow directions of the principal, assistant principal and classroom teacher
- Assist the classroom teacher with resources files, student unit, and learning centers
- Accompany small groups of students to and from various locations within the school
- Assist the lead teacher in the instructional planning process
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent.

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)