

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Self-Care Aide, Exceptional Student Ed. **Job Code:** 52052
Job Classification: 13 Education Paraprofessionals **EEO Line:** 47
Job Class Category: C Instructional Support Personnel **Job Description Supplement Code:** 10
Reports to: Principal **Salary Locator:** Classified Schedule

SUMMARY:

The Self-Care Aide provides physical assistance and care to identified students in the Exceptional Student Education program.

QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Experience in like position or with students with disabilities
- 3) Completion of American Red Cross First Aid course and CPR recommended
- 4) Ability to perform lifting of students on a regular basis
- 5) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to assemble, adjust and maintain equipment used in the student's program
- (4) Ability to perform health related services
- (5) Completion of child specific training

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (3) Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- (4) Assist an assigned child with activity requiring support during physical activity, including assistance with personal needs such as feeding & toileting
- (5) Help pupils carry out routine practice exercises which have been assigned by the therapist.
- (6) Assist the teacher in monitoring the daily behavior requirements of assigned student by reinforcing, guiding and observing behaviors.
- (7) Attend prescribed in-service training programs as required by the school administration.
- (8) Assist teacher in the classroom with daily non-instructional activities.
- (9) Perform health related services upon successful completion of child specific training by a registered nurse, a licensed practice nurse, a licensed physician or a certified physician assistant, subject to periodic monitoring by a nurse, including but not limited to the following procedures:
 - a) Clean intermittent catheterization
 - b) Gastrostomy tube feeding
 - c) Monitoring blood glucose
 - d) Administering emergency injectable medication
- (10) Other medical services when a licensed registered nurse, licensed practical nurse, licensed physician or certified physician assistant determines that the employees shall be allowed to perform such service
- (11) Participate in activities to reinforce knowledge of ESE procedures including behavior training, positive reinforcement techniques, language development and specialized techniques required for the education of students with disabilities.
- (12) Adhere to the confidentiality requirements of the ESE Department and school.
- (13) Perform assigned tasks in a timely and efficient manner

(14) Perform all other non-instructional duties a requested by supervising teacher or school principal.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 20 pounds of force as needed to move objects. Tasks involve the ability to exert very moderate physical effort in medium work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight. Occasional movement of students by wheelchairs and other mechanical devices may be required.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

June 2005
Amended: May 20, 2014