

## JOB DESCRIPTIONS

**Job Title:** Personal Care Assistant/Special Education Paraprofessional

**Reports to:** Special Education Director and Superintendent

**Primary Purpose:** To be the personal care assistant to provide and maintain the health and safety for specific special needs student. To provide and promote independent living skills, assistance and training.

**Secondary Purpose:** To assist teacher in preparation and management of special needs student. Provide assistance to students in preparing for academic and social success as directed.

**Qualifications:** High school diploma or equivalent. Licensed as a level 1, 2, or 3 educational assistant as required by PED competencies. Eighteen years of age or older. Successfully complete orientation and training in first month of employment as stipulated and directed by District. Other qualifications determined necessary by the Board of Education.

**Education/Certifications:** Level 1, 2, or 3 NM Educational Assistant License or able to obtain license within first year of employment.

**Special Knowledge/Skills:** Ability to work well with students. Ability to communicate effectively with students, faculty and administration.

**Major Responsibilities and Duties:** To provide individual personal care, to assure activities of daily living are completed safely, including but not limited to eating and hygiene activities, bladder and bowel needs, use of adaptive equipment, ambulation, transferring and exercise. To supervise specific student during recess and playground activities. Transportation to and from school as well as attending to and assisting with movement within the school environment as needed. Must work closely with Physical, Occupational and Speech Therapists as well as partnering agencies, ie NMSBVI and NMSD to follow IEP goals and objectives. Must work closely with administrator, special education director and teacher in all areas of instructional support, student management, and state and federal special education guidelines. Work under minimal supervision. Exercise initiative and judgment in performing job. Work 15049 days during student calendar.

**Supervisory Responsibilities:** None.

**Working Conditions:** Maintain emotional control under stress. Frequent and prolonged and irregular hours, sometimes in inclement weather. Inside and outside work. Ability to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required.

**Physical Requirements:** Standing, sitting, lifting, moving about the room or school, carrying up to 50 pounds, reaching, squatting, kneeling, moving light furniture, maneuvering a wheel chair with special needs student

**Other Requirements:** Participate in student specific training for health, hygiene and nutritional needs. Participate in staff development training programs to improve job performance. Participate in specialized wheel chair bus training. Participate in faculty meeting and special events as assigned. Maintain confidentiality of federal and state program participants (example: Special education, 504, Title I, SAT).

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.