

**Job Title:** Special Center Personal Care Assistant



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Educational Support – 10

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD  
**JUNE 18 2019**  
MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this position is to provide staff support in a developmentally appropriate school environment and work with children individually or in small groups providing a daily program of interactive care.

## **ESSENTIAL JOB FUNCTIONS**

- Support the Instructional Program by assisting the child to remain on task to complete in class assignments.
- Assist the movement of the child within the classroom and from room to room throughout the building to include lifting and positioning.
- Assist students in the use of assistive technology.
- Assists with utilizing specialized equipment essential for personal care.
- Communicate with the teacher(s) on behalf of the child.
- Assisting the student to transition successfully from one class to the next.
- Observing, intervening, and redirecting inappropriate behavior.
- Accompanying students on school buses or vans and in accordance with school trips.
- Provide weekly interaction logs based on interventions and interactions with student.
- Assists children with gross motor activities (grasping, holding objects, posture, crawling, walking, running, etc.) and fine motor activities (playing with toys, cutting, coloring, etc.).
- Monitors, observes, and charts activities and behavior of children.
- Must remain certified in District approved crisis prevention techniques.
- Applies approved crisis intervention techniques to children with aggressive behavior and restrains violent children as needed; redirects student behavior to appropriate responses.
- Reinforces rules of the school and classroom; acknowledges and encourages appropriate behavior and distinguishes inappropriate behavior for the children's understanding.
- Escorts and supervises children during breakfast, lunch, restroom visits, and other activities and provides assistance, which may include diapering, dressing, eating, toileting, grooming, tooth brushing, handwashing, etc.

- Performs daily cleaning and sanitizing duties in the classroom environment.
- Maintains accurate and complete records of children's activities and behavior, which may require the use of a computer terminal to enter a variety of information and data; completes applicable forms, schedules, and instructional reports, as directed.
- May be assigned monitoring duties, e.g., hallways, lunchroom, restrooms, and bus duty; ensures appropriate conduct during these periods; escorts children to designated activity areas, e.g., music room, computer room, art classes, assemblies, etc.
- Assists with attendance and sends, collects, and files Attendance Verification papers.
- Performs other duties as required.

**MINIMUM REQUIREMENTS**

- High school diploma, GED, or equivalent.
- Prefer one (1) year of experience working with children with special needs in an organized pre-school or learning environment.
- Any combination of education, training, and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to use standard office machines and classroom equipment.
- Requires the ability to display knowledge of classroom methods and procedures.
- Requires the ability to display knowledge of techniques for dealing with aggressive students.
- Requires the ability to display knowledge of basic behavior management principles.
- Requires the ability to display knowledge of basic CPR methods and standard first aid.
- Requires the ability to display knowledge of universal health precautions.
- Requires the ability to display knowledge of record keeping principles and practices.
- Requires the ability to display knowledge of the use of specified computer applications involving word processing, data entry, and standard report generation.
- Requires the ability to use routine word processing software and familiarity with basic computer operations.
- Requires the ability to encourage students to acquire requisite skills.
- Requires the ability to use initiative and judgment during both indoor and outdoor activities to ensure the safety of the students.
- Requires the ability to recognize symptoms of abuse and documenting and reporting observations.
- Requires the ability to establish and maintain effective working relationships.
- Requires the ability to use small office equipment and computers.

**PHYSICAL DEMANDS**

While performing the essential functions of this job the employee is regularly required to work in a typical classroom setting, use standard office and classroom materials, stand and walk, use hands to finger, handle, or feel, lift with hands and arms, stoop, kneel, or crouch, change positions often from standing to sitting on floor or ground, move quickly to participate in recreational activities or intervene in safety related situations, lift and/or move up to 50 pounds, read printed materials and a computer screen, and communicate in person or over the telephone. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crawling, grasping, hearing, mental acuity, pulling, pushing, repetitive motion, speaking, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval:** June 18, 2019

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ESCAMBIA COUNTY SCHOOL BOARD

**Date of Revision:**

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