



# Greater Albany Public Schools

## Personal Care Assistant

**Salary Level:** See current CBA

**Reports to:** School Principal / Special Programs Administrator

**Work Calendar:** 181 days (elementary) or 183 days (secondary)

**Classification:** Classified

**Location:** Varies

**Shift:** Varies

**Position Overview:** The primary purpose of this position is to assist an individual student or group of students who are severely impaired and/or medically fragile which necessitates an increased level of supervision and training as determined by the district. Emphasis will be on carrying out specific student plans and protocols under the direct supervision of a teacher. In this position, personal care is primary and academic assistance is secondary.

### **Minimum Qualifications:**

- High School diploma or equivalent
- Demonstrated competence of district required training activities OR equivalent training or experience as determined by the Director of Special Programs.

### **Essential Functions:**

- Performs skilled nursing tasks as delegated by a Registered Nurse and/or performs Positive Behavior Support Systems interventions as delegated by and under direct supervision of the Director of Special Programs or the Special Education Teacher.
- Performs tasks of oral hygiene, diapering, feeding, dressing and grooming and/or performs Functional Behavior Analysis and implements physical restraint in accordance with training.
- Documents clinical observations and nursing care and/or student behavioral data and intervention data.
- Carries out nursing care plan including physical rehabilitation tasks (range of motion, positioning, lifting) and/or comprehensive student management plan including behavior strategies.
- Carries out program activities in conjunction with student's IEP or other education plan and under direct supervision of classroom/Special Education Teacher(s).
- Utilizes appropriate measures to provide a safe and secure environment for the student.
- Carries out physical activities as developed by the Adaptive Physical Education Consultant and Physical Therapist.
- Accompanies the student when transported to provide care as needed.
- Participates in staff or parent meetings as directed.
- Participates in district classified assistant staff development program activities.
- Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents and staff.
- Lifts, moves, or restraints a student on a regular basis.
- Moves students in wheelchairs on primarily level surfaces.
- Frequently and prolonged talking/hearing conversations.

### **Other Requirements:**

- Possible exposure to bodily fluids due to student or employee illness or injury.
- Work is almost exclusively indoors.
- May be required to obtain a First Aid and/or CPR card and serve as a Delegated Caregiver or Designated First Aid Provider.
- Occasionally performs other duties as required by supervisor.

**Workplace Expectations:** The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules. The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the

individuals involved. The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. All Classified/Coaching personnel are employed on a probationary basis contingent on completion of a criminal history verification based on fingerprints.

**Job Safety:**

- Employees are required to follow the safety and health rules that apply to their job.
- Employees are to wear any personal protective equipment (PPE) that their job requires.
- Report any safety or health hazards to your supervisor or your safety committee.
- Immediately report any workplace injury or illness to your supervisor or a safety committee.
- Keep safety devices and warning signs in place, and use appropriate safeguards and equipment when you are exposed to hazards.
- Cooperate with Oregon OSHA inspectors if they visit your workplace.

**Anti-Discrimination Policy and Commitment to Diversity:**

We believe that diversity is a strength, and we are committed to maintaining an inclusive, multicultural network. We are an equal-opportunity employer and welcome all qualified applicants.

Research shows that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications as described.

**CANDIDATE STATEMENT:** "I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, and if I am offered employment, I will inform the District prior to actually beginning work."

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Candidate Signature

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Date