

Personal Care Aide Indicators of Performance

A. Professional Responsibilities

1. Meets accepted standards of professional behavior.
 - 1.01 Respects and maintains confidentiality of student matters in discussion with other staff members and parents.
 - 1.02 Demonstrates care in the use of materials, equipments, and facilities and exercises care for the health and safety of students and other school personnel.
 - 1.03 Dresses appropriately for position.

2. The paraprofessional exhibits professionalism and commitment through punctuality and attendance.
 - 2.01 Arrives at school on time and is prepared to work with students.
 - 2.02 Absences do not disrupt continuity, team plans, or the educational process.
 - 2.03 Is punctual and consistent in meeting assigned students, teachers, classes, and building or Cooperative meetings.
 - 2.04 Performs other duties as indicated by student schedules and daily differential programming as assigned by the teacher.

3. Observes and follows all KCSEC policies and procedures.
 - 3.01 Communicate a positive commitment to the mission of the organization.
 - 3.02 Is accurate with communication.
 - 3.03 Performs other duties as assigned by the KCSEC administration.

B. Personal Care Assistance

1. Takes care of all personal needs the assigned student may have during the school day.
 - 1.01 Takes care of all toileting needs.
 - 1.02 Cleans up student after any accidents, changing clothes as needed.

- 1.03 Helps student during snack or lunch times with eating or feeding.
- 2. Takes all necessary and reasonable precautions to protect student, equipment, materials, and facilities.
 - 2.01 Ensures all student equipment and personal items remain sanitary and safe for the student.

C. Relationships with Students, Parents, and Staff

- 1. Works with teacher to establish and maintain open and positive lines of communication with students, other staff, and parents concerning academics, language, and behavior.
 - 1.01 Provides opportunities for students to express needs, feelings, and concerns.
 - 1.02 Promotes students' sense of self-worth through positive comments.
 - 1.03 Assists with ensuring the incorrect/inappropriate responses do not result in humiliation.
 - 1.04 Assists appropriate professional staff members regarding students' educational program.
 - 1.05 Assists with communication regarding student appropriately and as assigned by teacher.
 - 1.06 Directs questions to teacher from parent, refraining from being the direct or go-between source of information regarding their child.
- 2. Establishes and maintains cooperative relations with other staff members.
 - 2.01 Is a contributing member within the classroom/school.
 - 2.02 Is willing to appropriate share new ideas or techniques to enhance a students program or improve behavior.
 - 2.03 Shows warmth and friendliness (such as smiling, being polite and courteous) and refrains from negative comments.
- 3. Assists the teacher/administration/Cooperative in upholding and enforcing school rules and policies.
 - 3.01 Makes suggestions in a constructive manner for the program/student to the appropriate personnel.
 - 3.02 Abstains from making slurs based on ethnic background, race, or sex.

- D. Other duties as assigned by the Director or his/her designee, Coordinators, or teacher.

EVALUATION: Annually by the Director, Assistant Director, Coordinator and/or teacher.