

## Personal Care Aide Job Description

TITLE: Personal Care Aide

QUALIFICATIONS: High School Diploma

REPORTS TO: Director of Special Education or his/her designee and supervising teacher.

FUNCTION: To provide direct supportive services to special education programs, students and teachers.

### RESPONSIBILITIES

#### A. Professional Responsibilities

1. Meets accepted standards of professional behavior.
2. The paraprofessional exhibits professionalism and commitment through punctuality and attendance.
3. Observes and follows all KCSEC policies and procedures.

#### B. Personal Care Assistance

1. Takes all necessary and reasonable precautions to protect student, equipment, materials, and facilities.

#### 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 personal care of assigned students.
2. Establishes and maintains cooperative relations with other staff members.

- #### 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.