

Browning Public Schools
Board Agenda Request
 Meeting to Be Held: 09/12/17



- Recognition:** Students Staff Parents
- Information:** Building Report Old Business Superintendent's Report
- Action:** Resignation Hiring Contract Service Agreements
- Travel Out-of-State Travel In State Approvals
- Termination Legal Matters Other:
- This action request pertains to Elementary (only) High School/District Wide

Date: 09/08/17

To: **Corrina Guardipee-Hall**
 Superintendent

From: Emorie Davis Bird
 Title: Human Resources Director

Subject: Position Creation - (2) Full-Time Personal Care Attendant positons.

Description: Jill Mattingly, Special Education Director, is recommending the creation of (2) additional Full-time (40 hours per week) classified Personal Care Attendant positions; (1) for the Browning Elementary and (1) for the Napi Elementary School to work with students that have a personal care attendance outlined in their individual education plan.

Financial Impact: Lane 1/ Step 1 = \$13.20 x 1521 hours (\$20,077.20) + 18% fringe (\$3,613.90) = \$23,691.00
\$23,691.00 x (2) positions = \$47,382.00 TOTAL

Funding Source (Budget/grant, etc.): 101.20.280.1700.117 (BES); 101.30.280.1700.117 (Napi)

Attachment(s): PCA Job Description

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

JOB DESCRIPTION

PERSONAL CARE ATTENDANT (PCA)

Summary of Functions

Under general supervision, performs services in the supervision, care and instruction of special needs students (mildly to severely disabled) in the regular classroom or in a self-contained classroom. Such functions include escort services for transportation and classroom transitions, safety, exercise, ambulation, instructional, personal care for students with functional limitations and ability to perform activities of daily living.

With respect to the following functions, the Personal Care Attendant, as assigned, by the Director of Special Services and/or special education supervising teacher will perform the following duties and responsibilities:

Essential Duties and Responsibilities

1. Transportation:
 - * ride the bus to and from school with the student(s) for instructional purposes, and on field trips (extra curricula activities-adaptive physical education) to ensure physical safety of student(s)
 2. Transitions:
 - * escort the student(s) from class to class during inclusion transitions
 3. Recess:
 - * escort the students(s) to recess and assist the student with recess activities to ensure safety of the student(s)
 4. Instructional Assistance:
 - * assist the teacher in the classroom by monitoring behavioral tasks (when necessary) and aiding the student with instructional assignments.
 5. Personal Care:
 - * aid the student in dressing, grooming, toileting, personal hygiene, eating (when necessary) and personal safety.
 6. Ambulation:
 - * assist the student when transferring from chair to chair for class room participation; walking, swimming or moving to designated areas for physical exercise or classroom participation in activities.
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Job Requirements: Minimum Qualifications

Skills are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include adhering to safety practices and administering first aid.

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes; instructional procedures and practices; age appropriate student activities; codes, regulations & law related to the job functions; safety practices and procedures; conflict resolution; and stages of child developmental behavior.

Flexibility is required to work with others in a variety of circumstances; **Ability** is required to work with a wide diversity of individuals; in working with others, problem-solving is required to identify issues and create action plans. Specific abilities required to satisfactorily perform the functions of the job include: maintaining a work schedule requiring continuous physical activity including lifting, pushing and/or pulling; communicating with persons of varied backgrounds; maintaining confidentiality; and working with frequent interruptions.

Responsibilities include working under limited supervision following standard practices and/or methods; leading, guiding, and/or coordinating others. Utilization of some resources from other work units maybe required to perform the job's functions.

Working Environment – The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling, and significant finger dexterity. Generally the job requires sitting, walking and standing.

Certifications & Licenses:

Personal Care Attendant
CPR/First Aide Certificates
