



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	Personal Care Assistant Preschool	<b>Location:</b>	Smoketree Elementary
<b>Reports To:</b>	Classroom Teacher/Principal	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Non-Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	199 days / 10 months	<b>Salary:</b>	See <a href="http://lhUSD.org">lhUSD.org</a> website

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### Education and Experience Requirements

- High School Diploma or equivalent
- Child Development Associate Credential required or pass State approved paraprofessional test and provide proof of enrollment in CDA program
- Evidence of working with special needs students

### Certificates and Licensure Requirements

- Valid Fingerprint Card (IVP card)
- Current CPR and First Aid certification
- CPI Non-aversive Training, TB Test

### Summary

An employee in this class provides routine health services to exceptional students as directed by professional. In addition the employee provides personal hygiene care which will include toileting/diapering. Detailed instructions are given to the employee. The employee receives direct supervision.

### Qualifications

- Skill level assessment
- Evidence of communication skills
- Ability to follow detailed instructions
- Ability to establish positive personal relationships
- Ability to maintain accurate records
- Ability to lift exceptional students up to 50 lbs.- over 50 lbs. involves a two-person lift
- Skills in managing, operating, programming and/or monitoring clinical equipment and materials including assistive listening devices, augmentative communication devices, voice equipment and computer-based equipment and software
- Demonstrate good health, physical stamina, fitness, and vitality
- Demonstrate personal qualities associated with good human and interpersonal relations

### Responsibilities and Requirements

- Provide assistance to students in areas of personal hygiene and nutrition, such as feeding, or toileting
- Participate in health screening of exceptional and potentially exceptional students by recording information and making simple measurements
- Provide assistance in emergencies with health impaired, wheelchair-bound or seizure-disordered students
- Maintain records of service provided
- Communicate with students and other professionals to meet the emotional needs of students
- Obtain case histories and completes observation checklists
- Manage behavior using appropriately designed management techniques
- Arrange the clinical-educational setting to maintain a safe and positive environment
- Manage and operate programs
- Monitor equipment and materials

### **TEAM MEMBER**

- Responsible for providing accurate documentation, communication in order to evaluate the needs of the child to immediate supervisor
- Responsible for participating in meetings with staff in order to better provide for the needs of the child and ensure a safe and healthy environment

### **OTHER**

- Responsible for conducting the activities of the Special Services Assistant in a professional and timely manner
- Responsible for assisting the therapist/teacher/supervisor in preparation of materials (i.e., typing, copying, research)



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- Responsible for performing those duties which protect the health and safety of students and employees
- Responsible for performing other duties when assigned by the therapist, teacher, or immediate supervisor

### **Physical Demands and Work Environment**

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 50 pounds
- Bending, stooping, lifting, climbing
- Pushing wheel chairs
- Walking
- Community distances
- School campuses
- Stairs
- Repetitive work

### **Other Information:**

- Must be able to pass a fingerprint clearance and background check

### **EEOC**

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.