



## **Substitute Personal Care Assistant Job Description**

An ESS substitute personal care assistant provides extra support to an individual student with special needs, promoting maximum academic and personal growth. This position assumes duties of a personal care nature which will allow the child to participate to the maximum extent in the least restrictive environment. Substitute personal care assistants are also known as one-to-one aides and paraprofessionals.

### **Key Responsibilities**

- Work with assigned student to assist with the learning of content and skills introduced by the teacher
- Adapt to the student's mode of communication as necessary for instructional purposes
- Observe student behavior and learning, communicating observations regularly with the teacher
- Aid student with the use of specialized equipment
- Assist student with preparing for and moving to other classrooms, school activities, outside activities and arrival and departure from school
- Operate and assist in the use of student mobility devices such as, but not limited to, walker, wheelchair, braces, canes, etc.
- Follow provisions specified in the student's IEPs/504 plan
- Help student with clothing, grooming, health habits, and bathroom activities as needed
- Communicate to the teacher any unusual situations or needs of students
- Maintain a safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines
- Perform any duties and responsibilities that are within the scope of employment, as assigned by the teacher or Principal, in accordance with school/state policies and practices

### **Knowledge & Skills**

- Follow oral and written directions
- Establish effective working relationships with staff and students
- Maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information

## **Special Requirements**

- Candidate must attend an orientation/training session and complete required district and state credentialing requirements (Background check, Fingerprinting)
- Regular instruction to special needs children may be necessary

## **Physical Requirements**

- Perform duties typically in school settings, to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas
- Frequent walking, standing, stooping, lifting, up to approximately 50 pounds and occasional lifting of equipment may be required; other physical activities may be required
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels
- Visual acuity is required for preparing and analyzing written data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Subject to inside and outside environmental conditions, noise and hazards
- Occasional movement of students by wheelchairs and other mechanical devices may be required
- Personal and close contact with assigned child to provide classroom management and learning environment support is required

## **Advantages of Being an ESS Substitute Personal Care Assistant**

- Flexible Hours - Choose the days and locations where you want to substitute; work up to 5 days per week
- Health Benefits - Receive a variety of insurance options including medical, dental, vision, life, disability, critical illness, and accident
- Weekly Pay & 401(k) - Gain fast access to your hard-earned wages and take advantage of the retirement through our tax-advantaged 401(k) plan
- Training - Participate in our interactive training course and accessible online modules ensure you are well-prepared
- Employee Programs - Enjoy our monthly raffles, Employee of the Month program, referral program, and employee discount program

*ESS is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.*