

Personal Care Assistant I

Position Details

Class Code: 4228

Job Family: Paraprofessional/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 49 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under the general supervision of the assigned, licensed professional, the purpose of the position is to provide documentation of personal care services for the purpose of Medicaid billing and support to licensed professionals in the assigned classroom/subject matter, requiring general knowledge of special education and therapy programs to ensure the billing of Medicaid-eligible services. Position may be assigned to a multi-subject environment and/or multiple programs and perform a broad array of generalized support functions. Work includes assisting with course delivery and the tabulation and recording of progress for students with disabilities.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists students with personal care services and sanitary needs, such as toileting, personal hygiene, handwashing, and infection control.
2. Assists in feeding students by preparing, distributing, ordering, and administering snacks and special lunches.
3. Assists students with physical needs or disabilities; may assist visually impaired, deaf or hard of hearing, or various special needs students; assists with dressing/grooming.
4. Assists students with feeding and hydrating, without limitation, by preparing, distributing, ordering, and administering snacks and special meals.

5. Assists licensed professionals with a wide variety of instructional support duties, including assistance with all activities of daily living for students with disabilities in compliance with all Clark County School District (CCSD) pre-established policies, procedures, and guidelines applicable to identified programs, as well as per the Medicaid Services Manual.
6. Assists licensed professionals with classroom preparation and coursework delivery (distributes materials, collects and corrects students' papers, and records grades, etc.).
7. Assists licensed professionals in maintaining classroom organization and discipline (takes attendance, monitors student workgroups, reads to students, and reviews subject matter presented by the licensed professional, etc.).
8. Collaborates with related service providers about student equipment needs and appropriate documentation procedures to ensure the ability for Medicaid billing.
9. Documents all delivered Medicaid billable services in the designated web-based program as prescribed in the Plan of Care.
10. Organizes and effectively communicates class/course objectives, standards, and requirements for successful achievement.
11. Assists students in small groups or individually in completing assignments or classroom activities under licensed professional supervision and direction.
12. Escorts or assists students to and from various rooms and buildings on the school campus; may include getting on or off the school bus.
13. Provides guidance and assistance to students as directed to ensure appropriate assimilation of class/course content and supports student success and achievement.
14. Performs various clerical tasks (sorting materials, filing paperwork, typing correspondence and instructional materials, duplicate bulletins, and collecting fees/money).
15. Assists in the maintenance of a safe environment.
16. May perform cardiopulmonary resuscitation/automated external defibrillator (CPR/AED) when necessary.
17. Assists licensed professionals in maintaining discipline, modifying adverse behavior, and encouraging acceptable behavior.
18. Conforms to safety standards, as prescribed.
19. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves tasks directly associated with assisting licensed professionals in the special education programs of a school.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of business English and spelling; knowledge of basic math.
 2. Knowledge of academic discipline being delivered.
 3. Knowledge of CCSD work policies, guidelines, and departmental practices and procedures.
 4. Ability to interpret and apply written/verbal instructions.
 5. Ability to communicate clearly, verbally and in writing.
 6. Ability to effectively lead and supervise a group of students with disabilities engaged in carrying out classroom activities/functions.
 7. Ability to assist licensed professionals/providers with modifying learning materials and activities to meet the needs of individuals with different ability levels, learning styles, or disabilities.
 8. Ability to establish a safe, orderly educational environment with special needs children of varying ages.
 9. Ability to interpret, identify, and provide for the needs of students with disabilities; skill in providing sensitive customer service to individuals with disabilities.
 10. Ability to operate basic office equipment (computer terminals, printers, copy machines, telephone systems, fax machines).
 11. Ability to perform routine clerical duties (data entry, word processing, records retrieval, etc.).
 12. Ability to access, operate, and maintain various software applications; read, update, and maintain various records and files.
 13. Ability to establish and maintain effective working relationships with departmental personnel, licensed professionals, and students.
 14. Ability to work independently to carry out assignments to completion.
 15. Ability to perform duties with a professional and cooperative work ethic and maintain confidentiality.
 16. Ability to work flexible hours necessary for the efficient operation of the department.
 17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Must be 18 years of age.
3. Minimum of eight (8) hours of CCSD-issued training related to providing for the needs of students with special needs. Proof of successful completion of training must be provided within one (1) day of position entry, if applicable. Training must be completed annually.
4. Minimum of 48 credit hours from an accredited college or university, or a passing score on the Educational Testing Service (ETS) ParaPro assessment.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Current CPR/AED certification from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. Copy of a valid driver's license or state-issued identification card.
 3. Proof of age.
 4. Proof of successful completion of CCSD-issued training, if applicable.
 5. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 6. College transcript(s) from an accredited college or university, if applicable or copy of passing score on the ETS Parapro assessment.
 7. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD schools and facilities (health offices, playgrounds, cafeterias/multi-purpose rooms, classrooms, locker rooms, athletic fields, etc.).

Work Environment

Strength

Sedentary to heavy - exert force of 10-100 lbs., occasionally/frequently/constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conferences and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision reads printed and online materials, video display terminal screens, or other monitoring devices.

Environmental Conditions

Exposure to climate-controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. It may involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods

Hazards

Furniture, playground/office equipment, communicable diseases, bodily fluids, chemicals, and fumes (related to specific assignment), and power/hand-operated equipment and machinery (related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Mobility equipment, household appliances, computers (notebooks, laptops, tablets, etc.), smart interactive whiteboards, telephones, copiers, etc. Also, food items, toiletries, and household supplies required specifically for the health and nutrition of the student.

AA/EOE Statement

The Clark County School District is proud to be an equal-opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/30/24
- Created: 03/25/24