



JOB TITLE	DEPARTMENT	REPORTS TO
Self-Care Aide, ESE	School Based	Principal

Position No: 52052	Length of Work Year: 183-day, 10 months
Salary Schedule: C03	Date Approved: 10/22/02
FSLA: Non-exempt	Date Revised: 7/14/09; 3/21/18; 5/30/18; 3/19/19

JOB GOAL
To provide physical assistance and care to identified students in the ESE program.

MINIMUM QUALIFICATIONS

1. High School Diploma or equivalent.
2. Knowledge of general office skills including filing, typing/word processing.
3. Ability to perform lifting of students on a regular basis.
4. Ability to perform the functions of the position.
5. Successful completion of a Physical Capacity Test specific to the essential functions and measured physical demands of the position.

DUTIES AND RESPONSIBILITIES

1. To assist an assigned child with activity requiring support during physical activity, including assistance with personal needs such as feeding & toileting.
2. To help pupils carry out routine practice exercises which have been assigned by the therapist.
3. To assist the teacher in monitoring the daily behavior requirements of assigned student by reinforcing, guiding and observing behaviors.
4. To assemble, adjust and maintain equipment used in the student's program.
5. To attend prescribed in-service training programs as required by the school administration.
6. To assist teacher in the classroom with daily non-instructional activities.
7. To perform health related services upon successful completion of child specific training by a registered nurse, a licensed practice nurse, a licensed physician or a certified physician assistant, subject to periodic monitoring by a nurse, including but not limited to the following procedures:
 - a. Clean intermittent catheterization
 - b. Gastrostomy tube feeding
 - c. Monitoring blood glucose
 - d. Administering emergency injectable medication
 - e. Other medical services when a licensed registered nurse, licensed practical nurse, licensed physician or certified physician assistant determines that the employees shall be allowed to perform such service
8. To participate in activities to reinforce knowledge of ESE procedures including behavior training, positive reinforcement techniques, language development and specialized techniques required for the education of student with disabilities.
9. To maintain mandatory certification in district approved intervention of crisis prevention (CPI, PCM, or other district approved intervention programs).
10. To adhere to the confidentiality requirements of the ESE department and school.
11. To perform assigned tasks in a timely and efficient manner.

Reviewed:

12. To perform all other no-instructional duties as requested by supervising teacher or the school principal.

PHYSICAL DEMAND CLASS:

Heavy (H) - Frequent lifting and carrying of objects weighing 25-50 pounds. Infrequent lifting and carrying of objects weighing 51-100 pounds. Continuous standing and/or walking is required to carry out duties. Occasional walking at a fast pace and/or running may be required.

For the Position of: **SELF-CARE ESE AIDE - PARAPROFESSIONAL**
PDC Test Level: MEDIUM

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Candidates will be required to successfully complete the following job specific tests prior to being recommended to the School Board for hire.

Job Specific Task I

Task Simulated: Lifting/Transferring students

Equipment Used: NIOSH box weighted to 50 lbs., 2 20-inch height shelves or surfaces

Description of Task Simulation 1: With NIOSH box weighted to 50 lbs. and placed on shelf so lower box handles are at 20-inch height from floor, the candidate will lift using lower handles then pivot to place box on a shelf at similar height. This is to be done for 2 repetitions.

Job Specific Test II

Task Simulated: Push/Pull - Student mobility/positioning

Equipment used: Sled weighted for 50 lbs. /force or Force gauge

Description of Task Simulation 2: Candidate will demonstrate ability to push then pull a weighted sled with hands at self-selected height for 5-feet, one repetition for each direction. If a sled is unavailable, the candidate, using a force gauge w/ handles at self-selected height to generate peak force of 50 lbs. for pushing and pulling for 1 repetition for each direction.

Job Specific Test III

Task Simulated: Seat belt Handling

Equipment used: Fine motor activity tools (buckle strap or similar fine motor activity)

Description of Task Simulation 3: Candidate will demonstrate ability to assume posture (including stoop, kneel, or crouch) to reach at arm's length to 20-inch height from floor to perform fine motor activity for 1-minute. This is to be done for 1 repetition.