

PERSONAL HEALTH CARE AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position is mainly responsible for assisting students' special health care needs in their efforts to fully integrate into a classroom environment. An employee in this class will perform Teacher Aide duties in addition to the various routine and nonprofessional health and hygiene maintenance tasks of the student assigned. The incumbent may assist students in the development of their interpersonal skills and facilitate interactions between the student and others. The work will also involve responsibility for the performance of routine but necessary clerical and classroom tasks in order to free teachers to perform more specialized duties. The work is performed under the general supervision of a Teacher, School Nurse or other professional staff member. Supervision is not a responsibility of an employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Attends to the physical needs of individual students throughout the day including: feeding, cleaning the student's face and nose, toileting and diapering, changing panty liners, repositioning student in wheelchair, lifting and transferring of student;

Assists the student in maintaining their health, hygiene and dignity;

Facilitates the learning process by providing one-on-one assistance and mentoring;

Provides integration with peers;

Reviews cases with the Teacher, Caseworkers and others to ensure that students are receiving appropriate services;

Assists teacher in a variety of routine clerical tasks to assure that the student is enabled to participate in class functions, to the extent of their abilities, allowing for a meaningful educational experience;

Assists teacher in providing student(s) with materials needed to participate in classroom activities;

Assists teachers with study hall, corridor, lunchroom and other monitorial duties;

Assists teachers in the correction of test papers, themes, compositions, and standardized and objective tests;

Assists in routine classroom housekeeping chores;

Assists in organizing and supervising group games and related activities;

May assist the teacher in setting up equipment, materials or work space appropriate to the inclusion of the student in a variety of classroom activities;

May select, receive, issue, and renew library books, tapes, or other educational material to accomplish class assignments;

May read and tell stories to children;

May assist in setting up science laboratory equipment, conducting experiments and performing limited review of student laboratory reports;

May occasionally supervise a class when the teacher is out of the room.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of classroom routines; ability to establish and maintain good relationships with students, teachers and co-workers; ability to exercise good judgment in communicating with students as well as others; ability to communicate effectively; ability to establish and maintain discipline; willingness to perform disagreeable or unpleasant tasks; tact and courtesy; dependability; initiative; resourcefulness; good moral character; emotional and mental maturity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of an Associate's degree in Nursing; **OR**
- B. Graduation from high school, or possession of a high school equivalency diploma, and two (2) years of experience working with children; **OR**
- C. An equivalent combination of training and experience as indicated above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
4708 PER HC AID
Classification: Proposed Non-Competitive
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Adopted: July 21, 2023
Revised: September 19, 2023