



Little Rock School District

JOB DESCRIPTION

Position Title: Personal Care Aide

Prepared Date: 01/21/2022

JOB GOAL:

Assist in providing a well-organized, smooth functioning school through meaningful supervision of students in classrooms, cafeteria, halls, and the playground.

TERMS OF EMPLOYMENT:

Nine and one-fourth (9.25) month (184 days) contract, Pay 802 Grade 02, plus benefit package. NOTE: Precise placement within the salary range will be determined based upon education and experience.

FLSA: Non-Exempt

QUALIFICATIONS:

1. High school diploma or general education degree (GED).
2. Ability to read and comprehend simple instructions, short correspondence, and memos.
3. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
4. Ability to write simple correspondence.
5. Evidence of a strong commitment to quality desegregated education.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Guides children in working and playing harmoniously with each other.
2. Provides escort and assistance to children as necessary.
3. Assists with the supervision of students during emergency drills, assemblies, recesses, cafeteria, and bus loading.
4. Assists individual children in need of special attention.



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5. Fosters good eating habits and table manners in children.
6. Constructs educational materials that will provide learning experiences for children.
7. Assists the teacher with maintenance of the classroom.
8. Operates and cares for equipment used for instructional purposes.
9. Collects and displays suitable material for educational displays.
10. Models a high level of ethical behavior.
11. Participates in in-services, staffing, faculty meetings, etc.
12. Assists teachers and staff in all other instructional duties assigned by the principal.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.