

TITLE: PERSONAL SERVICES TECHNICIAN

QUALIFICATIONS: 1. Physical strength and agility to push, lift, guide and control adult in wheelchair to another appliance or seat
2. Ability to accurately prepare and maintain records

REPORTS TO: Administrator as assigned

JOB GOAL: To perform personal services for District employee with disability to facilitate that employee effectively accomplishing her/her job

PERFORMANCE RESPONSIBILITIES:

Upon request assists disabled person in following functions in cheerful and friendly manner:

1. Assists disabled employee in physical functions which s/he cannot perform
2. Assists disabled employee in and out of vehicles, buildings, lavatories, or from one location to another
3. Assists disabled employee in writing, typing or otherwise preparing memoranda, forms, reports, instructional materials, and related information or functions necessary to performance of disabled employee's job
4. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; classified salary schedule, class 10

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.