

ACCESS (Accessibility Compliance Center and Education Support Services)

Responsibilities of Personal Assistants (Other names: Personal Aide, PA)

What you need to know

Personal assistants for students with disabilities are hired by families, students, or outside agencies to assist students with non-academic issues. Approval from an ACCESS office is required before a personal assistant may accompany a student to a classroom.

Personal assistants are approved through ACCESS but are not the responsibility of or monitored by ACCESS.

Primary Responsibilities:

1. Tend to the ADLs (activities of daily living) and/or medical needs of the student.
 - 1) Accompany the student in the classroom as a personal, medical-related aid.
 - 2) Register with an OCC campus ACCESS office each semester.
 - 3) Agree to the parameters set forth for personal assistants.

Refrain from:

- 1) Interacting with class materials or the instructional process.
- 2) Participating in class activities and instruction (including testing and tutoring).
- 3) Helping the student to whom you are assigned (or any other student) with his/her homework and in-class assignments.

Policy concerning absences

Instructors need to be aware if a personal assistant will not accompany a student on any specific day. Students are responsible for notifying their instructor when a personal assistant will be absent.

