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.