

## ROLES AND RESPONSIBILITIES FOR CLASSROOM ACCESS PERSONNEL AT PCC

At times it may be necessary for additional personnel to be present in the classroom or lab environment in order to ensure equal access for a student to participate. All personnel will have clarity of roles and college expectations. At no time will the personnel complete work or speak on behalf of students.

The college provides personnel to ensure access to curricular activities when ASL Interpreters, Transcribers, or In-Class Aides are needed. The college does not provide personnel to manage personal care or behavior.

The student may choose to contract with a Personal Care Attendant for assistance with managing personal care issues and to ensure effective engagement for tasks such as managing behavior and attention. Information about a possible PCA accompanying a student to class must be included on a student's Approved Academic Accommodations form.

## HIRED BY DISABILITY SERVICES

### CLASSROOM AIDES

Role: Assist with academic tasks that occur during class or lab time as an accommodation

- Transcribe in-class writing assignments
- Read in-class writing assignments
- Verbalize visual material
- Handle lab equipment (specialized training may be needed)
- Serve as a test aide (reader/writer/proctor). Note that campus testing centers provide readers, scribes, and proctors as well.

### ACCESSIBILITY AIDES

Role: Work proactively to improve accessibility

- Provide technology training for fellow students
- Serve as LiveScribe notetakers for Universal Design project

### ASL INTERPRETERS AND TRANSCRIBERS

Role: Ensure effective communication access as an accommodation

- Provide real-time communication access
- Ensure effective communication of multimedia content

## HIRED BY THE STUDENT

### PERSONAL CARE ATTENDANTS

Role: Assist with non-academic tasks that occur during class/lab and academic tasks that occur outside of class.

- Perform tasks during class to assist the individual with self-management and compliance with classroom expectations for tasks such as managing behavior and attention.
- Perform physical tasks related to personal care
- Assist with academic tasks that occur outside of class

Notice of a PCA must be included on a student's Approved Academic Accommodations form. The PCA is employed by the student, not the college, but must comply with PCC expectations for behavior. In all cases, the student is responsible for learning and demonstrating mastery. The PCA is not a student in the course and should not earn credit, pay tuition, or individually participate in class activities.