

## Responsibilities When Using a Personal Care Attendant at Monroe County Community College

Duties do NOT include notetaking or proctoring of tests. It is the role of Disability Services to assign these responsibilities.

### Responsibilities of the Student:

1. Submit current documentation to Disabilities Services validating the need for a Personal Care Attendant as an accommodation.
2. Hire and compensate the Personal Care Attendant. Monroe County Community College is not responsible to provide Personal Care Attendants.
3. Prior to the assignment, the student will assure that each personal care attendant has registered with Disability Services.
4. Ensure that if the Personal Care Attendant changes, Disability Services is notified. Each Personal Care Attendant must sign a Personal Care Attendant Agreement.
5. Direct the Personal Care Attendant's activities on campus in accordance to the Monroe County Community College policies, regulations, rules, and procedures and according to the Personal Care Attendant guidelines.
6. Develop a back-up plan in the event that the Personal Care Attendant is unable to work and notify Disability Services.
7. Communicate with the Personal Care Attendant, prior to class, regarding any assistance you will need.

### Responsibilities of the Attendant:

1. Follow the specific directions given by the Disability Counselor.
2. Follow appropriate classroom behavior as defined in the course syllabus, by the instructor, and in the college's code of conduct.
3. Follow all applicable college regulations, policies and procedures found at [www.monroecc.edu](http://www.monroecc.edu).
4. Allow the student to take responsibility for his/her progress or behavior. A personal care attendant is not part of this academic relationship.
5. Act as a quiet observer in the classroom; the learning environment should not be disrupted in any way. This includes speaking with the student, clarifying information, making requests or asking questions of the instructor/student at any time.
6. Monitor the student's medical equipment (when applicable).
7. Maintain confidential information about the student.

