

JOB INFORMATION

Title:	Paraeducator Personal Care Assistant - Centennial S D
FLSA:	Non-Exempt
Terms of Employment:	180 / 200 Days
Employee Group:	Support / Compensation Agreement
Location	Building
Last Edited On:	6/23/2022 12:22:41 PM

ORGANIZATION

County:	Bucks
Entity:	Centennial S D
Department:	Assigned Department per Organizational Chart
Reports To:	Assigned Administrator
Supervises:	None

JOB GOAL

Provides one-to-one intervention as needed for specific student in the school setting and/or transition setting supporting the educational and behavioral program as directed by the regular and/or special education teacher. Services may be provided in a special education class, regular education class or other instructional setting.

ESSENTIAL FUNCTIONS

- Implements SDI, behavior plan, and/or health care plan as appropriate.
- Assists student with independent study projects, makeup work, homework completion.
- Reinforces and provides practice developed by the regular and/or special education teacher for students in academic instruction.
- Assists with data collection of academic instruction.
- Observation and data collection of behavior.
- Implements positive behavior supports as directed by the special education teacher and/or behavior analyst.
- Assists in scoring student tests, checking student workbooks, homework and written exercises.
- Assists in monitoring student during field trips, community based instruction, assemblies or testing situations.
- Assists with high school/transition students in work/job readiness.
- Prepares related reports and assist in evaluation of job skills.
- Works directly in a variety of community and work-related placements.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Education Details	Req	Pref
High School		X	

Work Experience

Experience	Experience Details	Req	Pref
6-12 months	In a related field.		X

Driver's License

Valid Driver's License Required

SCOPE

Analytical Demands

- Analytical demands are minimal. Work involves closely following verbal or written instructions and/or established procedures.

Supervision

- No supervisory duties.

Sensory Abilities

- Ability to communicate effectively in all aspects of the job.

Temperament

- Must possess excellent interpersonal skills.
- Ability to make judgments and work under high level of stress.
- Must be cooperative, congenial, and service oriented.
- Able to make judgments and work in situations that may be stressful.
- Must be courteous and able to effectively manage job responsibilities.
- Must be cooperative, congenial, service oriented, and promote these qualities.
- Ability to be respectful and empathetic.

Cognitive Ability

- Ability to communicate effectively.
- Ability to organize tasks.
- Ability to exercise good judgment.
- Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- Maintains productive working relationship with immediate supervisor.

Specific Skills

- Demonstrates effective classroom management skills.
- Must possess active listening skills.
- Must possess conflict mediation skills.
- Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- Able to adjust to changes in the work environment.
- Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- Maintains a good attitude toward administration, fellow employees and the public.
- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- Proofreads work for grammar and spelling accuracy.
- Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

- Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- Promotes a positive team environment through active cooperation with others.
- Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to follow directions and give direction to others.
- Ability to work independently and make work-related decisions.

Workplace Expectations

- Ability to exercise good judgment in prioritizing tasks.
- Ability to communicate effectively at all organizational levels.
- Ability to appropriately handle confidential information in accordance with District policies.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard ADA Settings

<i>Standard ADA Selection</i>	Office X Classroom Other(to include Physically Demanding Positions)
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This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Sitting		X			
<input checked="" type="checkbox"/>	Standing		X			
<input checked="" type="checkbox"/>	Walking		X			
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups		X			
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups		X			
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color		X			
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):	X				
<input checked="" type="checkbox"/>	Machines or tools used: Computer:		X			
<input checked="" type="checkbox"/>	Machines or tools used: Telephone		X			
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)	X				25 lbs.

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

Working Condition

- Typical classroom environment