

<p><i>CHAMBERSBURG AREA SCHOOL DISTRICT</i> Job Description</p>
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**TITLE:**                    **Personal Care Assistant (PCA)**

**REPORTS TO:**            Building Principal, Director of Special Education, or  
Supervisor of Special Education, Supervisor of  
Coordinated Student Services

**DUTIES:**

1. Encourage, support and educate the student by assisting them in the performance of activities in the classroom and throughout the school day.
2. Assume duties of a personal care nature that will allow the student to participate to their maximum ability in the least restrictive environment. This may involve meeting the physical needs of the student as is appropriate.
3. Assist the student in managing and maintaining their environment to meet their special physical and/or psychological needs.
4. Continue to monitor the incidence and prevalence of selected health problems.
5. Assist the student in using augmentative technology as needed.
6. Assist the teacher or student in arranging the environment of the classroom to best meet the needs of the student.
7. Attend training sessions, in-services or workshops designed for working with individual students as a personal care assistant.
8. Annually submit documentation of 20 hours of professional training required under Chapter 14.
9. Assist in maintaining up-to-date records on the student, describing strategies for their program.
10. Complete ACCESS paperwork as appropriate.
11. Assist/consult with/take direction from the teacher as a member of the educational team to continually modify the program for the student.
12. Participate in the development and implementation of the assigned student's IEP.
13. Fulfill requirements and adhere to the policies established by the Chambersburg Area School District.
14. Assume any other responsibilities as assigned by Building Principal and/or Director or Supervisor of Special Education.

The Personal Care Assistant (PCA) is to accompany the student to all classes and activities throughout the day, unless otherwise specified by the Building Principal and/or Director or Supervisor of Special Education. The PCA will receive one thirty-minute lunch per day. If the PCA is needed to accompany their student during their lunch, it will be considered work time and the PCA will be compensated.

The Personal Care Assistant will report to work daily. If upon arrival at work, they are informed that student will not be attending school that day, the PCA must consult with building administration for temporary reassignment of duties.

The length of employment will coincide with the continued need of the student for a Personal Care Assistant.

Any overtime must receive prior approval from the Building Principal and/or Director or Supervisor of Special Education.

In the event of a schedule change, the Personal Care Assistant must sign in and out of the building, and must have permission from the Building Principal in order to make the change.

Time cards must be completed accurately, and must be turned into the appropriate building secretary.

Chain of command for daily routine questions: Teacher, Building Principal, Special Education Supervisor/Supervisor of Coordinated Student Services, Director of Special Education

**REVISION DATE:** 07-29-09

**EMPLOYMENT STATUS:** Same as student

**MINIMUM REQUIREMENTS:** High School Graduate or GED  
Certification in CPR and First Aid training required for some students.

**WORKING CONDITIONS:** School Building and Classroom Setting

**TEMPERAMENT REQUIREMENTS:** Ability to work as a member of a team, deal effectively with people, cooperative, caring, congenial, confidential.

**SENSORY ABILITIES:** Visual and auditory acuity, ability to speak clearly.  
**REQUIRED ABILITY:** Ability to build a rapport with student, give concise direction, work with a team, compassion and a desire to help a student succeed.

**PHYSICAL DEMANDS:**

Standing:	Varies according to student need		
Walking:	Varies according to student need		
Sitting:	Varies according to student need		
Driving:			
Lifting:	Maximum: 50 lbs.	Occasional: 30 lbs.	Frequently: 15 lbs.
Carrying:	50 lbs.	30 lbs.	15 lbs.
Push/pull:	Operation of wheelchair may be required		
Climbing:	Occasionally		
Bending:	Frequently		
Crawling:	Occasionally		
Overhead reach:	Frequently		
Shoulder reach:	Frequently		
Twisting:	Occasionally		
Squatting:	Occasionally		
Kneeling:	Occasionally		
Repetitive Motion:	Hands: Yes	Feet: No	
Simple grasping:	Assisting student in fine/gross motor tasks		
Fine manipulation:	Assisting student in fine/gross motor tasks		
Impact tools:	Not applicable		

**COMMENTS:**

This position requires the ability to follow written and verbal direction, completion of tasks with minimal supervision, work independently and appropriately handle confidential information.

This position will require some physical demands that could include physical restraint, ambulation and position of student, moving student in and out of wheelchair and assistance with daily living.