

DONEGAL SCHOOL DISTRICT

Support Posting

Posted: 11/7/2025
Until Filled

- **Role:** Personal Care Assistant (PCA)
- **Building:** Donegal Primary School (DPS) (Assignment may change)
- **Anticipated Start Date:** December 15, 2025
- **Schedule:** 10-month support staff
- **Hours:** Monday – Friday, 6.25 hours per day (8:45 AM – 3:30 PM)
- **Status:** Full-time, with benefits
- **Note:** Follows the student school schedule

DONEGAL SCHOOL DISTRICT

TITLE: *Personal Care Assistant*
DEPARTMENT: *Assistants/ Support*
REPORTS TO: *Teacher / Principal*

DATE COMPLETED: *7/2017*
LOCATION: *various*

POSITION MANAGEMENT GUIDE

SUMMARY OF PURPOSE

This position is responsible for support and assistance to a particular student as determined by an Individualized Education Plan (IEP).

ESSENTIAL FUNCTIONS

- 1. Carries out teacher's directions with respect to support for student.*
- 2. Monitors and assists the individual exceptional student as required by the IEP.*
- 3. Performs clerical duties as assigned related to the needs of the student.*
- 4. Monitors the student's behavior during indoor and outdoor activities.*
- 5. Performs other duties that may be assigned by the Principal.*
- 6. Maintains an optimum relationship with other staff members by being courteous and always mindful of the importance of confidentiality.*
- 7. Participates in, documents and submits annual staff development, as required by the Pennsylvania Department of Education, to the Director of Special Education and Pupil Services.*
- 8. Completes log entries and submits, according to the provided timelines, Student Medical Assistance logs.*
- 9. Checks email and responds daily.*

MARGINAL FUNCTIONS

Marginal Functions will vary with the specific assignment and depend on the particular position function for which the person is responsible.

SCOPE AND IMPACT

This position accomplishes most of its tasks through standardized operating procedures. Internal contacts include the teachers, students and the district office employees. The external contacts include parents and the general public.

MINIMUM REQUIREMENTS

This position requires an understanding of the processes and procedures of a school. A High School diploma or the equivalent is required.

DONEGAL SCHOOL DISTRICT

TITLE: *Personal Care Assistant*
DEPARTMENT: *Assistants/ Support*
REPORTS TO: *Teacher / Principal*

DATE COMPLETED: 7/2017
LOCATION: *various*

SPECIAL SKILLS

Must have excellent interpersonal skills using tact and diplomacy at all times. Confidentiality is essential. Must have the ability to listen, be patient and interact with students and have an understanding of child development.

PHYSICAL/MENTAL/ENVIRONMENTAL

Physical - *Sit: 80%; walk/stand 20%*
 Lifting: May lift up to 60 lbs.
 Vision: Normal

Mental - *Ability to evaluate, interpret and analyze; written and verbal*
communications.

Environment: *Normal classroom environment.*

The above description covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job.