

**KEYSTONE CENTRAL SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Personal Care Assistant (PCA)
QUALIFICATIONS:	HS diploma/GED required; must obtain "highly qualified" status within one (1) year from date of hire. "Highly Qualified" means having an associate's degree or higher; or having completed 2 years of postsecondary study; or meeting a rigorous standard of quality as demonstrated through a state or local assessment. All paraprofessionals must also complete twenty (20) hours of professional development related to their assignment each school year in order to continue employment. All Personal Care Assistants must hold or obtain First Aid/CPR and JKM passive restraint certification (District will train) and keep same current. All Personal Care Assistants must attend ACCESS log training.
REPORTS TO:	Director of Special Education, Principal or designee
PROGRAM SUPERVISOR:	Director of Special Education, Principal or designee
REQUIRED TEST:	Highly Qualified Status
JOB GOAL:	Assist a student in self-sufficiency, communication, interpersonal, social, academic and mobility skills. Assist student with balance, visual perceptual activities, fine and/or gross motor activities, assist student on/off the van, prompts to stay focused, etc.

PERFORMANCE RESPONSIBILITIES:

1. Provide personal care and support for a child with special needs, (physical, emotional or mental) during school hours and at school related activities.
2. Work with assigned student and not interrupt the surrounding environment.
3. Support the instructional program by assisting the child to remain on task to complete in class assignments.
4. Assist the child with personal hygiene, including lavatory functions.
5. Assist the child with other life skill functions, including eating, drinking, and removal of outerwear.
6. Assist the movement of the child within the classroom and from room to room throughout the building.
7. Communicate with the teacher(s) and/or appropriate district staff on behalf of the child.
8. Assisting the student to transition successfully from one class to the next.
9. Observing, intervening, and redirecting inappropriate behavior.
10. Accompanying students on school buses or vans and in accordance with school trips.
11. Provide weekly interaction logs based on interventions and interactions with student.

12. Abide by all building rules and district rules in regard to technology use in the district.
13. Maintains confidentiality regarding students, problems, and performance. Communicates needs and concerns about the student to the certified instructor.
14. Assumes other duties assigned by the director of special education or designee.
15. Consistent attendance and maintaining confidentiality at all times are requirements of the position.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

In accordance with the educational support professionals' compensation plan.

Adopted by the Board of Directors on June 18, 2020.