Lincoln Intermediate Unit 12
Leadership • Expertise • Innovation

POSITION MANAGEMENT GUIDE

Title:	**Personal Care Assistant**	*Division Approval:*	1/1/2024
Department:	Student Services	*HR Approval:*	6/25/2024
Reports to:	Student Services Supervisor	*Board Approval:*	6/25/2024
		Revised:	10/14/2026

SUMMARY OF PURPOSE

The Personal Care Assistant (PCA) plays a vital role in supporting an individual student's overall development by assisting in enhancing self-sufficiency, communication, interpersonal skills, social engagement, academic progress, and mobility. This role involves aiding the student in accessing their educational program through various means, such as assisting with balance, engaging in visual perceptual activities, refining fine and/or gross motor skills, assisting with boarding/exiting the school van, and offering prompts to maintain focus. Additionally, the PCA serves as a teacher assistant, contributing to maintaining a positive learning environment in the classroom, particularly when the student is working with another staff member or is absent. This position is integral to fostering a supportive educational experience for the student and ensuring their success in both academic and social aspects of their learning journey.

ESSENTIAL REQUIREMENTS

- High School diploma or equivalent
- Must have or obtain and maintain a current certificate in First Aid and CPR
- Must obtain and maintain certification in an LIU-approved crisis management and intervention program
- Must obtain state-mandated Paraprofessional Competency credentials as required by the PA Department of Education (PDE) within one year of hire
- Must complete twenty (20) hours of approved professional development related to assignment annually
- Relevant experience working with students in an educational setting, preferred
- Patience, flexibility, and positive attitude
- Strong communication and interpersonal skills
- Ability to follow instructions and work collaboratively with teachers and staff

Additional Requirements: Early Intervention Preschool Assignment:

- Ability to comfortably transition to and from the floor frequently throughout the day to engage children in hands-on learning activities
- Willingness to assist students with daily routines, including toileting and feeding
- Ability to maintain a high level of physical energy, alertness, and responsiveness throughout the school day

ESSENTIAL FUNCTIONS

- Assists with supporting instruction in self-sufficiency and maintenance of skills for a child with disabilities, leading to student’s increased independence and self-advocacy.

- Duties include any activity that allows the student to participate at his/her maximum ability to the extent possible and in the least restrictive environment, including, but not limited to:

- Assists the student with using equipment
- Assists the student to set up, break down, use, and maintain augmentative communication devices
- Assists the student to use other assistive technology as needed
- Assists the student to ambulate, position, and transfer
  - Ambulation (walker, crutches, wheelchair, etc.)
  - Positioning on mats or on/in adaptive equipment
  - Positioning and transferring in/out of wheelchair
  - Range of motion and other exercises
  - Gross motor exercises
  - Fine motor exercises
- Assists with activities of daily living, such as eating, grooming, bathing, toileting, etc.
  - Toileting, changing of diapers, and/or changing of menstrual pads
  - Grooming activities (washing, shaving, combing hair, brushing teeth, etc.)
- Monitors the incidence and prevalence of designated health problems or medical conditions, e.g., seizure precautions or extreme lethargy
- Assists with mobilization
- Assists with oral feeding
- Observes and intervenes to redirect inappropriate behavior
- Assists, monitors, and guides students to pay attention, participate in activities, and complete tasks
- Accompany students on school buses, vans, or other vehicles as needed
- Consult with other service providers and teachers concerning students' medical/mental health status and any perceived problems as directed by the supervising teacher and/or program supervisor
- Maintains records or data related to students' medical, behavioral, and academic needs, including progress monitoring, charting, medical assistance forms, and/or school-based ACCESS billing.

- Support the student's communication skills, fostering effective verbal and non-verbal communication.

- Facilitate the development of interpersonal and social skills to encourage positive interactions within the educational environment.

- Provide academic support tailored to students' needs, collaborating with teachers to reinforce learning objectives.

- Encourages, supports, and educates the student by assisting him/her in daily living activities necessary for her/his comfort, well-being, cooperation with peers and authority figures, and integrity.

- Assists students in managing and maintaining his/her environment to meet special physical and psychological needs.

- Rides bus with student for indicated transportation needs as assigned. Aid the student in boarding and exiting the school van, ensuring their safety during transportation to and from the educational facility.

- Completes duties of a classroom assistant when the student is absent and/or travels to other location(s) as needed.

- Assists teachers and/or students in arranging the environment of the room to best meet students' needs.

- Attends training sessions, in-service, and/or workshops designed for assistants working with individual students.

- Participates in regular staff meetings, if appropriate.

- Reads, understands and is responsible for implementing and documenting behavior plans and/or individualized education programs, as appropriate.

- Follows the direction of the classroom teacher and program supervisor.

- Assignment may change based on needs.

DEPARTMENT/ORGANIZATION

- Keeps current with related technology and developments that impact the department and the organization.

- Makes decisions consistent with the LIU vision, mission, and core values. Establishes and maintains effective communication and positive relationships within the LIU and fosters professional development of LIU staff.

- Contributes to the effective team management of all issues and opportunities within the LIU by modeling the qualities of an LIU Team member (being versatile, ethical, transparent, team-oriented, innovative, transformative, and collaborative; valuing each team member; and understanding the importance of customer service).

- Understands organizational development and change principles and applies these principles to promote improvement within the Department.

- Performs other functions as assigned.

SCOPE AND IMPACT

This position works under direction in the performance of the tasks.

ESSENTIAL PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS

By checking any of the boxes below, the LIU indicates its reasonable belief that the identified physical/mental/environmental requirements are job-related for this position and consistent with business necessity for the performance of the essential job functions. Notwithstanding, the LIU may not rely solely on these qualifications. Instead, the LIU must consider whether reasonable accommodations enable an otherwise qualified individual to perform the essential job functions.

1. **Following Directions**
   - ☒ Full Understanding of Both Written and Verbal Instructions Required
   - ☐ Understanding of Verbal Instructions Only Required
   - ☐ Understanding of Written Instructions Only Required

2. **Communication - English**
   - ☒ Excellent Verbal Communication Skills Necessary
   - ☐ Basic Verbal Communication Skills Necessary
   - ☐ Limited or No Verbal Communication Skills Necessary

3. **Functional Reading - English**
   - ☒ Fluent Reading
   - ☐ Recognition of Signs/Symbols
   - ☐ Simple Reading
   - ☐ No Reading Skills Required

4. **Hearing**
   - ☒ Ability to Hear Required
   - ☐ Limited Hearing
   - ☐ Hearing Not Required

5. **Seeing**
   - ☒ 20/20 Vision with Corrective Eyewear
   - ☐ Limited Vision
   - ☐ Vision Not Required

6. **Functional Math**
   - ☐ Complex Computational Skills (Accounting and Financial Skills)
   - ☒ Simple Computational Skills (Addition, Subtraction, Multiplication, Division, Percentages)
   - ☐ Simple Counting Skills
   - ☐ No Mathematical Skills Needed

7. **Time**
   - ☒ Must Tell Time to the Minute
   - ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. **Orientation (Familiarity with Surroundings)**
   - ☐ Several Blocks from Building
   - ☒ Building Only
   - ☐ Work Area
   - ☐ Room Only

9. **Mobility Skills**
   - ☒ Mobility Within the Building
   - ☐ Mobility Within a Four-Block Radius
   - ☐ Driving Required

10. Sitting
- ☐ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☒ Less than 25%

11. Standing
- ☒ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☐ Less than 25%

12. Bending
- ☒ Knees and Waist
- ☐ Waist Only
- ☐ Knees Only
- ☐ No Bending Required

13. Lifting
- ☒ Greater than 30 lbs.
- ☐ 10 - 30 lbs.
- ☐ Less than 10 lbs.
- ☐ No Lifting Required

14. Reaching
- ☐ Greater than 6 Feet
- ☒ 2 - 6 Feet
- ☐ Less than 2 Feet
- ☐ Reaching Required

The above job description is intended to describe the general nature and level of the work being performed by employees assigned to this job title. This is not an exhaustive or comprehensive list of all duties, tasks, and responsibilities. Employees will be expected to perform duties that do not appear on the job description. Management reserves the right to amend and change responsibilities to meet operational and organizational needs, as necessary.

Adopted by LIU Board of Directors: 6/25/2024