

Mt. Lebanon School District	
Job Description	
Position	Personal Care Assistant
Classification	Non-Exempt
Salary & Benefits	In accordance with the current collective bargaining agreement between the Mt. Lebanon School District and the Mt. Lebanon Secretarial/Aides Education Support Professionals Association
Work Hours/Year	7 hours per day, Monday-Friday, 190 days per year during the regular school year
Reports To	School Principal
Summary The Personal Care Assistant (PCA) is an education paraprofessional who provides instructional support to students with special needs and the Special Education Department and program at large. The PCA shall assist in the academic and the social/emotional/behavioral development of students with special needs by facilitating independence and active participation of the students in the school community through the implementation of the Individualized Education Program (IEP) (including the behavior support plan, if applicable). PCA's may provide assistance to students in the regular education, learning support, and/or life skills/autistic support settings.	
Essential Functions <ul style="list-style-type: none"> ▪ Given directions and instructions from the special or the regular education teacher, provide environmental and curricular modifications/adaptations, including clerical assistance for copying and dissemination of materials needed by students. ▪ Assist with the implementation of strategies and specially designed instruction for assigned students as indicated in the IEP, including the behavior support plan, if applicable. ▪ Work directly with students throughout the school environment, including, but not limited to: the regular education classroom, special education classroom, hallway, cafeteria, playground, restroom, field trips, etc. ▪ Assist students transitioning within the classroom and throughout the building. ▪ Assist students with school-related self-help skills and daily living skills. This may include assisting students who need significant bathroom/toileting and hygiene support. ▪ Review and reinforce skills and content material previously taught by the regular and special education teacher. ▪ Implement and monitor behavioral strategies outlined in the behavioral intervention plan of the IEP. ▪ Utilize specially designed instructional strategies and assistive equipment listed in the IEP. ▪ Modify level of academic and/or social/emotional/behavioral support, based upon student needs and the situation. ▪ Maintain communication and provide input to the IEP team for the purpose of developing and revising the IEP, including the behavior support plan, if applicable. ▪ Collect data and maintain up-to-date records, including required documentation for ACCESS. ▪ Modify, create (i.e., enlarge print, make copies of IEP and instructional materials, filing records and materials, laminating, creating flash cards, mailing instructional materials for assigned students) as directed by regular and special education teachers. ▪ Participate in staff development and training. ▪ Participate in team meetings and trainings as requested by the building principal and the director of special education. ▪ Maintain certification in cardiac pulmonary resuscitation (CPR) and First Aid techniques. The District will provide training in both CPR and First Aid at the beginning of each school. Should the PCA be hired 	

after the initial District training, the PCA will be responsible for providing the District with current CPR and First Aid certification documents within fourteen (14) days of hire.

- The Personal Care Assistant shall be under the supervision and evaluation of the school principal and the director of special education.
- The Personal Care Assistant shall work under the direction of the regular and special education teachers.
- Demonstrate professionalism and maintain good moral character in representing the school.
- Must adhere to the highest standards of confidentiality and handling of sensitive information.
- Perform other duties as assigned by the school principal or his/her designee.

Qualifications

In order to be eligible for instructional paraprofessional positions, the applicant must meet the following criteria:

Be a high school graduate or possess a GED, AND

- 1) Have completed at least two (2) years of postsecondary study, OR
- 2) Possess an Associates degree or higher, OR
- 3) Complete a series of job-based trainings during the first year of employment, and continuing education credit hours during subsequent years, in order to meet a rigorous standard of quality equivalent to a Child Development Associate (CDA) credential or the Pennsylvania Special Education Paraeducator Credential of Competency offered through the Pennsylvania Training and Technical Assistance Network (PaTTAN)

Competencies

- Must possess excellent interpersonal skills including active listening skills and the ability to communicate clearly and professionally with students, parents and other District employees.
- Must be able to take direction from and collaborate productively with other staff members.
- Must be able to work in an environment with frequent interruptions.
- Must be able to think critically, exercise good judgement, and work under high level of stress as it pertains to the job, including the abilities to demonstrate patience and tolerance for repetition.
- Must be able to perform clerical tasks and document and record information.
- Must possess computer skills, including a working knowledge of standard office, classroom equipment, media and software applications, and other technologies.
- Must be able to learn and apply new skills, especially technological skills.
- Must appropriately handle confidential information.
- Must understand and/or be willing to learn about the characteristics of individuals with disabilities across the age range, including levels of severity, multiple disabilities and their influence on development, behavior and learning, including knowledge about the impact of language disorders, processing deficits, intellectual abilities, behavioral/emotional/social disorders, and physical (including sensory) disabilities on learning and behavior.

Work Environment

Typical school classroom and other academic and non-academic settings within the school building (library, cafeteria, auditorium, gymnasium, playground, etc.).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional physical demands and duties may be assigned.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is

frequently required to stand, walk, move throughout the building, sit, stoop, kneel or crouch, reach above and below the waist, grasp objects, and operate a computer, mobile, or other assistive device(s). The employee may be required to lift, carry, push, and/or pull objects up to 25 lbs. The employee may need to assist with or provide safe, physical management or restraint of students when necessary. The employee must possess sensory abilities including speech, visual and auditory acuity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer

Duties, responsibilities, and activities described may change, or new ones may be assigned, at any time, with or without notice.

The Mt. Lebanon School District is an Equal Opportunity Employer

The district provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.