

RED LION AREA SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: **PERSONAL CARE ASSISTANT**

STATUS: **NONEXEMPT – 10 MONTHS**

QUALIFICATIONS:

1. High school diploma.
2. Must be able to satisfy the requirements of 22 Pa.Code §14.105 regarding education or assessment.
3. Such alternatives or equivalents to these requirements as the Board may find acceptable

REPORTS TO: Supervisor of Special Education or Building Principal

JOB GOAL: To provide a student with disabilities one-to-one support and assistance with respect to physical mobility, classroom tasks, assistive and supportive devices, activities of daily living, and monitoring of health and behavior within a school/educational setting, as required in the Individualized Education Program (IEP).

ESSENTIAL FUNCTIONS:

1. Provide daily assistance to an assigned student with disabilities to enhance participation in the educational programming of the District.
2. Develop a constructive and cooperative working relationship with the assigned student, classroom teachers and other staff, and building administrators.
3. Assist assigned student with activities of daily living including, but not limited to, moving, standing, sitting, walking, feeding, writing, toileting, and diapering, as designated by the student's IEP and non-instructional disability accommodation plan (504 plans).
4. Complete 20 hours of required training as set forth in 22 Pa.Code §14.105 and as directed by the Special Education Department.
5. Assist assigned student with behavior management including, but not limited to, monitoring and correction of behavior, staying on task, understanding and following classroom instructions, as designated by the student's IEP.
6. Assist assigned student with classroom activities, including understanding and following classroom instructions, reading, comprehending, engaging in meaningful participation, and other instructional tasks, as designated by the student's IEP.
7. Assist classroom teacher and other staff with implementation of program modifications, specially designed instruction, and data collection, as designated by the student's IEP.

8. Assist the classroom teacher(s) in monitoring the progress of students with respect to positive behavior support plans through the collection of relevant data.
9. Assist the classroom teacher(s) in monitoring the educational progress of each student through the collection, organization, and interpretation of appropriate learning data.
10. Act as liaison between regular education and special education teachers to ensure timely and accurate communication about relevant information regarding student progress.
11. Provide quality customer service to all faculty, students, parents, and community members.
12. Promote positive public relations through appropriate interaction with the media, parents, taxpayers, staff, and others.
13. Comply with all rules, regulations, and policies of the District.
14. Perform all other duties and responsibilities as assigned by the building principal or other supervisory personnel

PHYSICAL DEMANDS:	Occasional bending, twisting, lifting, pushing, and pulling. Frequently alternating between sitting and standing. Normally does not work at heights above ten feet. Normally does not lift any object weighing more than fifty pounds.
SENSORY ABILITIES:	Visual acuity. Auditory acuity.
WORK ENVIRONMENT:	Typical administrative office and school environment. Subject to inside and outside environmental conditions. Occasional exposure to bodily fluids and waste.
TEMPERAMENT:	Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Able to interact calmly with students exhibiting adverse behavior.
COGNITIVE ABILITY:	Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.
SPECIFIC SKILLS:	Must possess computer skills. Ability to operate various office equipment. Must possess superior customer service skills.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

TERMS OF EMPLOYMENT:

This position is part of the bargaining unit represented by the Red Lion Area Education Support Professionals Association. All terms and conditions of employment will be in accordance with the applicable Collective Bargaining Agreement, the board-approved contract for this position, and School Board Policy.

The information contained in this job description is for compliance with Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for the position. The individual currently holding this position performs additional duties as may be assigned.

The District may make reasonable accommodations consistent with all applicable laws and regulations, to enable individuals with disabilities to perform the non-exhaustive list of essential functions in this job description. Reasonable accommodations may only be made pursuant to an interactive process and only to the extent such accommodations do not pose an undue hardship or direct threat to the health and safety of the school community.

The Red Lion Area School District is an Equal Opportunity Employment, Educational/Service Organization.

Date Revised: June 25, 2019

Employee: _____