

South Western School District
Position Description
POSITION TITLE | Personal Care Assistant (PCA) - FT

TERMS OF EMPLOYMENT:

10 Month Full Time (30+ hours per week) Status Non-Exempt

JOB CLASSIFICATION:

Support Staff - Paraeducator

POSITION QUALIFICATIONS:

High School Diploma or equivalent (Associates degree or higher, or diploma from an accredited administrative assistant training program preferred)

REPORTS TO:

Building Principal(s)

WORK ENVIRONMENT:

Para Educators PCA's works directly with faculty and staff in their assigned buildings.

JOB SUMMARY:

The PCA works with individual students to provide one-on-one support to students with disabilities in a school setting. Their work ranges from general and academic supports to specific individualized supports as defined within a child's Individualized Educational Plan.

ESSENTIAL TASKS:

.Supporting Instruction:

- Under the direction of the classroom teacher, primary care aides will:
 - Assists teachers and/or case managers in maintaining student records as necessary
 - Providing individualized assistance to students with specialized needs defined through individualized education plans (IEP)
 - Assists teachers in supporting and monitoring student behaviors to help carry out positive behavior support plans
 - Providing clerical and instructional support per the direction of the teacher in relation to the needs of individual students

Classroom Management and Student Support:

- Monitoring student behavior and helping to maintain a positive learning environment.
- Assisting students with organizational skills and routines.
- Providing emotional and social support to students as necessary
- Depending on the individualized needs of children, specific management and support tasks may include:

- Daily living activities, such as helping with toileting, feeding, dressing, and other personal care tasks as outlined in the student's Individualized Education Program
- Assisting students who use wheelchairs, walkers, or other mobility aids
- Working with students who have communication difficulties, using techniques and tools specified in their IEP.
- Providing ongoing academic supports to help students complete assignments and participate in classroom activities
- Provide behavioral supports through the implementation of positive behavior intervention plans.

Other Responsibilities:

- Preparing the classroom environment for learning activities.
- Assisting with clerical tasks, such as copying materials or grading papers (depending on school policy).
- Supervising students during non-instructional times, like recess or lunch (under the direction of a certified teacher or supervisor).

Additional Essential Functions:

- Assist in building tasks and activities related to duties (such as cafeteria duty, hallway monitors, recess coverage, copying, in-school suspension coverage) as requested by building administration

KEY PERFORMANCE RESPONSIBILITIES (KSA):

Knowledge:

- Understanding differences in children based on their growth and development and how that influences their behaviors and work ability.
- Having a grasp of foundational concepts in reading, math, science, and social studies to assist students with assignments.
- Knowing basic strategies to help the teacher maintain a positive and productive learning environment
- Documentation strategies to track student progress and behaviors

Skills:

- Strong verbal and written communication skills
- Able to adapt to changing situations
- Manage materials and tasks efficiently
- Basic computer skills

Abilities:

- Patience and compassion
- Strong communication and interpersonal skills.
- Ability to follow instructions and work independently..
- Physical stamina and ability to perform some lifting.
- Adapt responses to students based on special circumstances (for example, learning needs, emotional needs, behavioral needs, etc.)
- Identify and address student behavioral challenges

- Collaborating with teachers and support staff to problem solve situations that can better support students in their learning
- Understand and follow directions as described by faculty and administration.
- Standing, sitting and walking for extended periods

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