

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

EEOC

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.