



*Position Description*  
**Special Education Personal Care Assistant -  
Paraprofessional**

*Salary Level: Based on Paraprofessional Contract*

*Prepared Date: Aug 24, 2009*

*Contract/Benefits: Based on Paraprofessional Contract*

*Prepared by: Deborah Hartman, Dir. Of Spec. Ed.*

*Department or Area: Instruction*

*Approved By: Dr. C. Russell Mayo, Deputy Supt.*

*Reports To: Principal in collaboration with the Director  
of Special Education*

***Qualifications:***

1. Must meet educational requirements for “highly qualified paraprofessional,” as defined by the federal laws, No Child Left Behind, and IDEA. Must meet educational requirements of Chapter 14, PA Code 22.
2. Must meet basic reading, writing, and math competencies.
3. Valid Act 34, 114, and Act 151 clearances.
4. Valid tuberculosis test and physical examination with ADA reasonable accommodations stipulated, as appropriate.
5. Must continue to meet the required annual obligations of Chapter 14, PA Code 22: 20 hours of approved staff development activities related to their assignment.
6. U. S. citizen or holder of a valid work visa.
7. Such additional or alternatives to the above qualifications as the board or superintendent may determine appropriate and acceptable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Summary***

A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment (for example, augmentative communication devices; activities of daily living; and monitoring health and behavior). A personal care assistant may provide support to more than one student, but not at the same time. When the personal care assistant is not working with an individual student in meeting personal care needs, the personal care assistant may be assigned to work with more than one child meeting their instructional needs. Personal care assistants shall provide evidence of 20 hours of staff development activities related to their assignment each school year.

A personal care assistant is a paraprofessional who works under the direction of a certificated staff member to support and assists in providing instructional, behavioral, and functional programs and personal care services to a child with disabilities or an eligible young child. The support and assistance includes one-on-one review of material taught by certificated staff and implementation of positive behavior support plans. Services may be provided in a special education class, regular education class or other instructional setting (e.g., community-based instruction) as provided in the student’s IEP. Instructional paraprofessionals shall meet one of the following qualifications:

- Have completed at least 2 years of postsecondary study.
- Possess an associate degree or higher.
- Meet a rigorous standard of quality as demonstrated through a State or local assessment.
- Participate in 20 hours of approved staff development activities annually.

### ***Essential Duties and Responsibilities***

1. Assist the principal and other professionals in maintaining a safe and orderly school environment.
2. Assist the special education and regular education teachers in the delivery of appropriate instructional and tutorial strategies as per the individualized educational plan (IEP).
3. Under the direction of the teacher, provide instructional support for the purpose of supporting/reinforcing lessons (e.g., administering tests, tutoring or reinforcing instruction).
4. Under the direction of the teacher, collect observational and academic data for the purpose of progress monitoring.
5. Maintain student's files/records for the purpose of documenting activities and/or providing reliable information.
6. Under the direction of the teacher, follow and implement positive behavior support plans.
7. Handle student's personal needs (e.g., specialized feeding, toileting, diapering, etc.) for the purpose of providing care to the student whose primary area of concern is of medical orientation.
8. Assist student's safe transitions from/to locations and environments within and around the school (e.g., bus, cafeteria, community-based instruction, etc.).
9. Participate in specialized training related to specific individualized needs of the eligible student with an IEP.
10. Maintain confidentiality in accordance with FERPA regulations/Chapter 14.
11. Respond appropriately to emergency situations as per standing orders and other policies and procedures.
12. When another paraprofessional (instructional or educational interpreter) assigned within the building is absent (short-term), the administrator of the building may reassign other paraprofessionals to support special education student(s) based on a priority of needs.
13. If the instructional para professional is assigned to work with one student and the student is absent, the administrator of the building may reassign the paraprofessional during the absence of the student within special education.
14. Perform such other tasks within the expectation of this job category and/or assume such other responsibilities as may be assigned or delegated by the Superintendent of Schools, principal, or Director of Special Education.

### ***Competencies***

To perform the job successfully, an individual should demonstrate the following competencies:

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*Interpersonal Skills*

Displays a positive role model for students at all times; maintains confidentiality; shows respect and sensitivity for cultural differences; is open to the views of others; works well with others; is a team player.

Focuses on solving conflict, maintains confidentiality, demonstrates good listening skills, and shows reasonable control of personal emotions and exhibits objectivity and openness to the reviews of others.

*Oral and Written Communication Skills*

Speaks clearly in positive or negative situations; listens and solicits clarification; and responds appropriately to questions.

Writes clearly and effectively, and presents numerical data effectively in graphical displays.

*Organizational Skills*

Strictly follows standing orders, policies and procedures; reports on-time to all assignments; completes all necessary forms and reports in a timely fashion.

*Personal Competencies*

Exhibits sound and accurate judgment; treats people with respect; works ethically and with integrity; uses time efficiently; approaches others in a tactful manner; reacts well under pressure; follows instructions and responds to supervisory direction.

*Dependability*

Follows instructions, responds to supervisory direction; takes responsibility for own actions; completes tasks on time or notifies appropriate person with an alternate plan; is consistently at work and on time; ensures work responsibilities are covered when absent; and arrives at meetings and appointments on time.

***Physical Demands***

The physical demands described here are representative of those that must be met to successfully perform the essential duties of this job. Reasonable accommodations may be made to comply with the intent of ADA.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, climb stairs, and bend. Lifting and carrying weights of 25 pounds short distances is required. The use of hands and fingers to handle documents, telephone, etc. is required. The employee is regularly required to stand, sit, and reach with hands and arms. Close vision, distance vision, and the ability to focus are required. Some positions may require attending to the physical and hygiene needs of children and may require additional physical demands.

***Evaluation***

Evaluation of this position is completed by the principal.

Reviewed and read by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Individual serving in this position*