

# Duquesne City School District

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## Personal Care Assistant (PCA)

### *Job Description Summary*

Under the immediate supervision of a certified professional, the Personal Care Assistant (PCA) assists in maintaining a safe and therapeutic treatment environment that meets the educational, physical, emotional, and / or personal needs of an assigned student(s), as outlined in the student's Individual Educational Plan (IEP.) The Personal Care Assistant's duties may include, but not be limited to, assisting student(s) with completing classroom assignments and projects, monitoring student's safety, redirect negative behavior, implement de-escalation strategies, and / or conduct crisis prevention and intervention plans. The PCA will support and reinforce the teacher's general program and management strategies including, but not limited to, appropriate and approved therapeutic interactions skills such as building relationships, listening, praising effectively, and assisting student(s) in daily activities. The role of the PCA varies according to a student's needs as outlined in their IEP.

### **Qualifications and Essential Skills**

- High School Diploma, or its equivalent, required.
- Associate's Degree in Child Development or related field or successfully passing the ParaPro exam preferred.
- Act 33 / 34, Act 114, and Act 151 Clearances required.
- Valid Driver's License preferred.
- Training in Crisis Intervention preferred.
- CPR / AED / First Aid Certified preferred.
- Experience working with children with special needs is preferred.
- Experience working in an educational setting is preferred.
- Have an in-depth understanding and working knowledge of diversity, inclusion, and equity regarding students, staff, programs, services, and activities.
- Able to work as part of the educational team while supporting the individual needs of the student as identified on the student's Individual Educational Program (IEP.)
- Strong interpersonal skills.
- Able to deal courteously and tactfully with all District personnel, students, and community stakeholders.
- Able to communicate clearly and concisely, both orally and in writing.
- Be service oriented and able to work with minimal supervision.

### **Essential Duties and Responsibilities**

- Prepare, collect and set-up materials for student participation, following teacher direction.
- Provide instructional reinforcement, behavioral, or physical assistance to student(s) individually at the direction of the teacher to reinforce and follow up instruction.
- Guide independent study, enrichment work, and remedial work set up and assigned by the teacher.

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- Maintain daily activity logs for your assigned student(s).
- Alert regular and / or special education teacher to any problem or special information about your individual student(s).
- Serve as the chief source of information for your assigned student(s) to assist an assigned a substitute teacher appointed in the absence of the regular teacher.
- Maintain a high level of ethical behavior and confidentiality of student information in accordance with FERPA.
- Operate and / or assist in the use of student mobility devices such as, but not limited to, walker, wheelchair, braces, canes, etc.
- Implement and maintain student(s) specific behavior, medical, emergency, and / or crisis plans.
- Assist in the maintenance of classroom discipline in accordance with established policy and procedures.
- Adapt to the student's mode of communication as necessary for instructional purposes.
- Assist student(s) in self-care as assigned by the student(s) Individual Educational Plan (IEP.) May assist the assigned student(s) on and off the bus at arrival and departure times, with the removal of or putting on of outdoor wear, participating in physical education class, recess, etc.
- May conduct informal observation(s) of student(s) in mainstream classrooms.
- Apply common sense understanding to carry out detailed but uninvolved written and / or oral instructions. Deal with problems involving a few concrete variables in standardized situations. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Use sound judgment to make decisions in the absence of a supervisor and work independently.

### ***Additional Responsibilities***

- Assist the teacher or student in arranging the room's environment to best meet the student's physical and psychological needs.
- In order to prevent injuries and damage, will instruct and monitor student(s) in the use and care of equipment and materials.
- Will effectively monitor student safety and security throughout campus as assigned.
- Will assist in the supervision of games and other recreational activities to promote physical, mental, and social development. Accompanies the teacher and assigned student(s) on field trips or community based instruction during the school day.
- May assist with the supervision and monitoring of social interactions during non-instructional activities such as student arrival duty, bus duty, escorting students to and from the building as needed, monitor breakfast / lunch, recess, student transition between activities, specials / electives, and field trips.
- Complete documentation for ACCESS compliance.
- Attend all professional development sessions as directed by Administration.
- Perform duties with awareness of all District requirements and Board policies.
- Performs other duties as directed by the Special Education Teacher and student's IEP.
- All other duties as assigned by the Supervisor or Designee.

### **Reporting**

Reports directly to the Director of Special Education Services

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## **Terms of Employment**

Salary, work schedule, evaluation and other conditions of employment are in accordance with the current Duquesne Education Support Professionals Association (DESPA) Collective Bargaining Agreement.

## **Physical Demands**

This position requires frequent standing and / or sitting, and the ability to maneuver around a multi-level facility. Employee will be required to operate various computer / technical systems for data entry and to demonstrate technological aspects of this position as described above. This position requires moderate physical effort and is subject to Occupational Health and Safety risks. Other physical demands of this position include:

- Lifting, carrying, pushing, pulling up to 30 pounds.
- Kneeling, crouching, bending, climbing and reaching to retrieve and handle materials and supplies.
- Manual hand / finger dexterity.
- Speak clearly and distinctly when communicating.
- Hear clearly.
- Adequate vision to perform duties.
- May be required to walk up and down stairs throughout the day.

## **Work Environment**

Employees of the Duquesne City School District engage in the important and fulfilling enterprise of educating students in the city of Duquesne. Employees must believe in, value and be committed to the educability of all; must promote the school district vision of high standards of learning and academic rigor, continuous school improvement, and the inclusion of all members of the school community; must be willing to work in high stress environment while maintaining the energy necessary to meet the responsibilities and expectations of the position. A sample of specific elements associated with the work environment of this position includes:

- Moderate to frequent traversing through a multi-level facility.
- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Frequently required to work at a fast pace.
- Comfort with ambiguity.
- Requires considerable concentration and creativity.
- Able to adjust daily work plans and work hours to be highly responsive to school needs.
- Subject to stress caused by a changing environment, diversity in the organization, tight deadlines and work load, but must be able to maintain work / life balance amidst intense work demands.

## **ADA**

The Duquesne City School District will make reasonable accommodation in compliance with the American with Disabilities Act of 1990. This job description is not an exhaustive list of the duties performed for this

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position and will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

### **Additional Information**

In accordance with Federal civil rights law, regulations and policies, the Duquesne City School District (DCSD) is prohibited from discrimination based on race, color, religion, national origin, age, sex, gender identity (including gender expression), sexual orientation, disability, marital status, family / parental status, income derived from public assistance program(s), political beliefs, or reprisal or retaliation for prior civil rights activity in its programs, activities, career and technical education programs or employment and provides equal access to all designated youth groups. It is the policy of the Duquesne City School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations and civil rights grievance procedures, please contact: DCSD Administration and Business Office, 300 Kennedy Avenue, Duquesne, PA 15110 or 412-466-5300, extension 6018.

***Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility. This job description is subject to change as determined by the Superintendent of Schools.*

### ***Personal Care Assistant:***

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*Signature*

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*Date*