WASHINGTON SCHOOL DISTRICT

311 Allison Avenue, Washington PA 15301
724-223-5112
POSTING: 6/22/2026

Job Title: K-12 Special Education Personal Care Assistant (PCA)

Term of Employment: As per the Collective Bargaining Agreement- 186 Days (Hours as Assigned)

Location: Washington School District (Assignment based upon district needs)

Requirements:

- Must be at least 18 years of age
- High School Diploma or GED
- All required clearances and employment documentation
- CPR/AED/First Aid certification preferred
- Experience working with students with disabilities preferred

Salary: Contractual

Available: 2026-2027 School Year

Deadline: Internally: July 2, 2026 Externally: Until Position is Filled

Apply To: Lisa Coffield, Executive Assistant to the Superintendent, at lcoffield@prexie.us

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JOB DESCRIPTION

The Personal Care Assistant (PCA) provides individualized, one-to-one non-instructional support to students with disabilities in grades K-12, as determined by the student's Individualized Education Program (IEP), Section 504 Plan, medical plan, or other approved support plan. This support is designed to address behavioral, medical, physical, and functional needs that extend beyond the educational services typically provided by teachers or classroom paraprofessionals.

Personal Care Assistants provide individualized non-instructional support and do not serve as the student's teacher, case manager, or primary academic instructor. Educational programming, instruction, grading, and IEP implementation remain the responsibility of certified professional staff.

PCAs assist students with activities of daily living, mobility, communication, behavior support, health and safety needs, and access to educational environments. They work collaboratively with teachers, related service providers, administrators, and families to support student participation, independence, and success in the least restrictive environment. Assignment is subject to change based upon student needs and district programming.

PERFORMANCE RESPONSIBILITIES

The following are examples of duties to be performed. The list is not comprehensive and the individual is not limited to the outlined responsibilities. Additional duties may be assigned at the discretion of the administration.

- Provide individualized, one-to-one non-instructional support to students with disabilities in accordance with their IEP, Section 504 Plan, medical plan, or other approved support plan.
- Assist students with personal care, mobility, feeding, toileting, hygiene, positioning, dressing, and other activities of daily living as required.
- Support student safety, health, and well-being throughout the school day, including monitoring identified medical, behavioral, or physical needs and reporting concerns to appropriate staff.

- Assist students during transitions, therapies, meals, transportation, community-based activities, and school-sponsored events as assigned.
- Implement behavior support plans, crisis plans, and de-escalation strategies under the direction of certified staff and in accordance with district procedures.
- Promote student independence, participation, communication, self-care, and engagement across educational settings.
- Utilize and support assistive technology, adaptive equipment, communication devices, and other specialized supports as directed.
- Maintain accurate documentation, including Medicaid ACCESS logs and other required records, in accordance with district, state, and federal requirements.
- Collaborate effectively with teachers, related service providers, administrators, and other staff members to support student success.
- Complete required annual training and participate in ongoing professional development activities.
- Demonstrate professionalism, confidentiality, reliability, effective communication, flexibility, and positive relationship-building with students, families, and staff.
- Accept changes in assignment, student needs, location, or schedule as directed by the Special Education Office or administration.
- Perform all other duties as assigned by the Principal, Director of Special Education, or Superintendent.

SUPERVISION RECEIVED

Works within prescribed policies and regulations under the immediate supervision of the Classroom Teacher and Administration.

EQUAL OPPORTUNITY STATEMENT

The Washington School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected status.