An Education Service Agency

Position Guide

Position Title: Personal Care Assistant/1:1 Paraeducator

Code:

Department: Early Childhood & Special Education Services

Group: INSUP

Reports to: Supervisor of program
with duties assigned by classroom teacher

Date:

PURPOSE OF POSITION:

The personal care assistant / 1:1 Paraeducator is assigned to provide instructional, behavioral and personal care support as outlined in the student's Individual Education Plan. The assistant will be directed by the classroom teacher and is under the general supervision of the designated program supervisor.

The assignment of the Personal Care Assistant/1:1 Paraeducator is for a school year and could terminate at any time, based on student placement or needs.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
- ***professional and courteous verbal and nonverbal communication***
- ***proactive problem solving***

1. Assists the classroom teacher with the development and presentation of learning materials and instructional exercises for the assigned student.
2. Provides instructional assistance to assigned student at the direction of the teacher to reinforce instruction.
3. Performs clerical and recordkeeping duties as directed.
4. Escorts student to and from bus loading areas, cafeteria, lavatories, assembly areas and other classrooms, as needed.
5. Operates a variety of instructional media and office equipment.
6. Assists in the design and maintenance of bulletin boards and other displays.
7. Administers and scores tests when appropriate.
8. Assists in the enforcement of classroom discipline in accordance with established policy and procedures.
9. Maintains records of medication dosages administered and assists in the operation of any medical equipment at the direction of the school nurse.
10. Utilizes appropriate mode of communication, according to student's needs.
11. Assists in the implementation of therapy programs developed by speech and language therapist, physical therapist and/or occupational therapist.

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12. Assists with needs of other students in the classroom, as needed.
13. Assists in movement of student from wheelchairs to classroom therapy equipment, as needed.
14. Feeds student appropriately to his/her functional level (may require tube feeding), as needed.
15. Assists student in toileting and personal hygiene activities (may require diaper changes), as needed.
16. Adheres to the established work schedule, through regular and consistent attendance.
17. Performs other duties, as assigned by the classroom teacher or program supervisor.
18. Staff must observe all LLIU requirements governing FERPA, HIPAA, and any LLIU policies on FERPA and/or HIPAA's policies and notices of privacy practices.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education Required: High School Diploma or High School Equivalency

Effective July 1, 2010 – Also must meet one of the following four qualifications:

1. Have completed the Credential of Competency for Special Education Paraeducators through the PA Department of Education (or be willing to complete within 6 months of employment). A copy of the credential must be submitted within 30 days of hire or when received from PDE.
2. Have completed at least 2 years of postsecondary study with a minimum of 48 credit hours. Copy of transcript required within 30 days of employment.
3. Possess an associate degree or higher. Copy of degree or transcripts required within 30 days of employment.
4. Meet a rigorous standard of quality as demonstrated through an approved form of assessment, i.e. CAPE Test, within 6 months of employment. Copy of the Cape Test results must be submitted as soon as received. Cost of the test is paid by the employee.

AND

As required by the PA Department of Education: Each school year, provide evidence of 20 hours of staff development activities related to position. Pro-ration will apply based on date of hire within the school year.

Skills Required: Verbal communication skills and the ability to follow directions.

Computer Skills: Basic skills related to data entry, internet/email usage, word processing and spreadsheets.

Certification Required: Crisis Prevention Institute (CPI), Safe Crisis Management Non-Violent Crisis Intervention (SCM) or Crisis Prevention Training and Safe Crisis Management (QBS), as directed by program needs.

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ESSENTIAL PHYSICAL REQUIREMENTS:

The strength and ability to lift and/or assist in lifting students ranging in age from pre-school to twenty-one and any assistive appliances, for example: wheelchair. The ability to physically restrain students in emotional stress by using the Crisis Prevention Institute Training (CPI), Safe Crisis Management (SCM) or Quality Behavior Supports (QBS) method, depending on program need, for which training will be provided.

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities: Sitting: 20%
Walk/stand: 20%
Bending/stooping/squatting: 60%

Lifting: See above Essential Physical Requirements
Lift/push/pull: 80%
Restrain: As needed

Vision: Normal

Mental Demands: Interpret, analyze and problem solve

Environment: Special Education classroom

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