**TROY AREA SCHOOL DISTRICT**

**TITLE:** Support Staff Paraprofessional, K-12 DATE: January 19, 2016

Updated: June 7, 2019

**REPORTS TO:** Supervisor

**JOB SUMMARY:** The Personal Care Aide shall be directly responsible for the medical or behavior management in conjunction with the building administration.

**ASSIGNMENT:**

1. A paraprofessional provides instructional support under the direction of a properly certified teacher.
2. Paraprofessionals may perform non-instructional duties (e.g. monitor study hall, recess, cafeteria) under the direction of a certified teacher or supervisor and must have access to the appropriate certified teacher or supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Personal Care Aide:

1. Assist with medical or behavior management training and maintenance of skills for child/or children with medical or behavioral disabilities.
2. Assume duties of a personal management nature which will allow the child's/or children’s maximum participation in his/her least restrictive environment. These duties may include but are not limited to the monitoring of a student's health, medications, behavioral progress; implementation of individual behavioral management plan; maintain records or dates related to medical needs of students.
3. Provide support in the education of the student/or students by assisting him/her in the performance of activities of daily living.
4. Assist student/or students in managing and maintaining his/her environment to meet his/her special needs and assist in monitoring student/or students during field trips.
5. Attend training sessions, including non-violent crisis intervention, in-service, or workshops designed for assistants working with students, as requested.
6. Participates in regular staff meetings, if appropriate.
7. Assist with instruction procedures as designated by the co-teaching team and assist student/or students with learning experiences.
8. Assist with playground, cafeteria or gym supervision and the physical education program.
9. Oversee arrival and dismissal of student/or students.
10. Provide supervision and assistance while the child or children are being transported to and from school and school-related activities.
11. Assist in maintaining equipment and materials.
12. Assist the special support personnel when necessary {e.g. help the physical therapist if requested).
13. Assist during fire or safety drills to quickly evacuate the area.
14. Report any problems student/or students may be experiencing in the school environment.
15. Report to the teacher or building administrator if any parent expresses concern about the student/or students and his/her program. The team and/or building administrator should handle these situations.
16. Perform other duties as assigned by the child's/or children’s program development team.

**QUALIFICATIONS:**  Associate Degree required or at least 48 postsecondary education credits; or the successful completion of a state or locally developed assessment in reading, writing, and mathematics.

Prior experience working with individuals with disabilities preferred

 Must have and maintain current certification in First Aid, CPR and AED

 Training in non-violent crisis intervention (District will train, if necessary).

 Completion of the following: [Act 168 Disclosure Form](https://www.education.pa.gov/Documents/Codes%20and%20Regulations/Basic%20Education%20Circulars/Purdons%20Statutes/Act%20168%20-%20Attachment%20-%20Commonwealth%20of%20Pennsylvania%20Sexual%20Misconduct-Abuse%20Disclosure%20Information%20Request.pdf),  [Arrest / Conviction Report and Certification Form](https://www.education.pa.gov/Documents/Teachers-Administrators/Background%20Checks/Arrest%20or%20Conviction%20form.pdf) Act 24 of 2011 and Act 82 of 2012, Submission of pre-employment [medical examination](https://www.aimpa.org/uploaded/pdfs/School_Pers_Health_Record.pdf) (Section 148 of the Pennsylvania School Code), Submission of a [report of criminal history](https://epatch.state.pa.us/Home.jsp) record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code), Submission of a [clearance report](https://www.compass.state.pa.us/cwis/public/home) from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994, Submission of [Federal Criminal History Record](https://uenroll.identogo.com/) in accordance with Act 114 of 2006, Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**PHYSICAL DEMANDS:**

Ability to reach above and below the waist

Ability to use fingers to pick, feel and grasp objects

Some stooping, bending and twisting of the body

Ability to lift and/or carry a child, supplies and/or papers weighing no more than 50 lbs.

Ability to sit, walk, stand or move throughout the building, often for extended periods of the workday

Ability to provide safe physical management (restrain) of students when necessary

Ability to ride a bus for up to three (3) hours at a time.

Ability to ride a school van for up to three (3) hours at a time.

**SENSORY ABILITIES:** Visual acuity

Auditory acuity

**WORK ENVIRONMENT:** Typical office environment

 Subject to inside environmental conditions

Subject to outside environmental conditions

Subject to educational settings

Subject to Transportation environment

**TEMPERAMENT:** Must possess excellent interpersonal skills

Must be able to work in an environment with frequent interruptions

Able to make judgments and work under a high level of stress

**COGNITIVE ABILITY:** Ability to communicate effectively

Ability to organize tasks

 Ability to handle multiple tasks

 Ability to exercise good judgment

**SPECIFIC SKILLS:** Must possess and maintain computer skills

 Ability to operate various office equipment

 Must appropriately handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*