



LEBANON SCHOOL DISTRICT

Lebanon, Pennsylvania

JOB DESCRIPTION

POSITION: Special Education Personal Care Assistant

RATE: Based on the negotiated agreement between the Lebanon School District and the Secretary/Paraprofessional Association.

REPORTS TO: Building Principal and/or Director of Student Services & Special Education

JOB GOAL: To provide personal care and support to a special needs student during school hours and at school related activities, without interacting with or interrupting the surrounding educational environment.

EDUCATION AND EXPERIENCE

- Must have a high school diploma or equivalent
- Must have and maintain a current child First Aid/CPR certification
- Must be or be willing to become trained in maintaining an ACCESS log

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience working with children preferred, but not required
- Must have the ability to read, write, speak, and understand English fluently

PERFORMANCE RESPONSIBILITIES:

- Support the Instructional Program by assisting your assigned student with remaining on task to complete in class assignments
- Assist your assigned student as needed with life skill functions, including but not limited to maintaining respectable personal hygiene, including assisting with lavatory functions, eating, drinking, and dressing
- Assist with the movement of your assigned student during emergency drills, assemblies, play periods, field trips, and when moving throughout the building and accompany your assigned student during vehicular transportation as needed
- Communicate with teacher(s) on behalf of your assigned student
- Communicate with the family of your assigned student, as directed by the teacher
- Observe, intervene, and redirect inappropriate behavior
- Maintain ACCESS logs regarding your assigned student
- Operate and care for assigned technology equipment while following building and district policy

- Maintain a high level of ethical behavior and confidentiality of information about students
- Participate in in-service and training programs, as assigned, and complete 20 hours of professional development annually as required by the State of PA.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, talk, or hear. The employee occasionally will sit. The employee is occasionally required to reach with hands and arms and will frequently repeat the same hand, arm, or finger motion such as when typing. Employee will frequently interact with students and other staff members. Specific vision abilities required by this job include close vision. The employee may occasionally lift weights up to 25 pounds such as boxes of paper or push wheeled carts such as mobile computer labs.

TERMS OF EMPLOYMENT: The Special Education Personal Care Assistant follows the Secretary/Paraprofessional Association Agreement and is a 181-day position.

The Lebanon School District is an Equal Opportunity Employer and as such does not discriminate based on race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected.

Employee Name (Print)

Signature

Date