

POSITION MANAGEMENT GUIDE

JOB TITLE:	Autistic Support PCA (AS PCA)
DEPARTMENT:	Para Services
LOCATION:	Various
REPORTS TO:	Staffing Agency's On-Site Supervisor
POSITION:	Seasonal/Temporary

SUMMARY OF PURPOSE

An Autistic Support PCA follows a rotating schedule to work with the students in the Autistic Support Classroom. Under supervision by the classroom teacher (s), the PCA is to assist the student with activities as outlined in the student's Individual Education Plan (IEP). These duties allow the student to participate to his/her maximum extent possible in the least restrictive environment; all details listed here within the job description are subject to change at any time.

ESSENTIAL FUNCTIONS

- Works one to one with a student on a rotating schedule, based upon student needs.
- Depending on student/PCA attendance, PCA may be pulled to work in another classroom or school for a specified amount of time, to which the PCA is expected to adapt
- Support and reinforce any teacher's general program and management strategies including appropriate and approved therapeutic interactions skills such as building relationships, listening, praising effectively, and assisting student in daily activities.
- Assist student with daily living activities (bathroom needs, including diapering, toilet training, menstrual cycles, grooming, etc.), use of equipment including communication devices, mobility and physical positioning.
- Assists the student with breakfast and lunch including preparing foods (if required), hand over hand assistance, verbal prompting and/or feeding the student.
- Assists the student with and/or performs personal hygiene activities providing the necessary level of support.
- Monitors student's behavior, such as self-injurious, aggression, sensory-related, during all activities and transitions both inside and outside the classroom.
- Supports students who go out on job training opportunities, if applicable.
- Exhibits a "team" sense of operation and cooperation with management and staff.
- Report unsafe or dangerous surfaces and/or conditions in hallways, restrooms, playgrounds, entrances, and classrooms.
- Demonstrates the ability to react to stressful situations involving students and staff in a rational, calm and reasonable manner.
- Observes and redirects behavior
- Reinforces teacher-taught lessons through various exercises.
- Monitor students during recess (indoor & outdoor). Must monitor children's safety at all times, and any designated health problems
- Maintains effective communication with students, faculty, administrators and parents (when appropriate).
- Per teacher directive, observes, documents, records and charts student performance on IEP goals and objectives and provides input for IEP development/revision.
- Completes ACCESS billing for all medically necessary services for a student and submits to ACCESS Department by due date.

GENERAL EXPECTATIONS/ REQUIREMENTS

Marginal functions will vary with the specific assignment and depend on the particular position function for which the person is responsible.

This position involves a wide scope of responsibility. Internal contacts could include students, teachers, administrators, support personnel and other individuals. External contacts may include parents, community organizations and other colleagues.

Required Documents: This position requires a high school diploma or equivalency.

Other Qualifications:

- Valid CPR/First Aid certification
- Submission of a report of criminal history record from the Pennsylvania State Police (Act 34). *Must be within 5 years*
- obtain an FBI Criminal History Record (Act 114). *Must be within 5 years*
- A clearance report from the Pennsylvania Department of Public Welfare (Act 151). *Must be within 5 years*
- TB test or chest x-ray within 2 years
- Resume and 3 references, Direct Deposit Information, 2 valid forms of ID.

Other Skills and Abilities:

(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 almost continuously required standing, sitting, walking, lifting, carrying up to 50 pounds, climbing, bending, reaching, kneeling, travel long distances, writing, typing, word processing, reading, researching information, and effective communication skills. The specific vision requirements of the job include good depth perception and the ability to read written or typed information.

(WORK ENVIRONMENT)

The work environment characteristics described here are representative of those an employee encounters while performing 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 will essentially work inside and must be able to occasionally work outside for periods of time. The employee must be able to work with the public and other workers. The noise level in the environment is usually moderate to loud.

Cognitive Ability: Ability to communicate effectively, organize/ handle multiple tasks, exercise good judgment, follow written and verbal directions, apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function of this position.

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.