

## HOWARD GARDNER MI CHARTER SCHOOL

**Position:** Paraprofessional/Personal Care Assistant

**Reports to:** Director, Student Services

**Status:** 10 month, full time exempt position

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### Overview

Working with assigned student(s), provide needed daily support as outlined in an Individual Educational and/or Behavioral plan. Work closely with the Director, Student Services, Principal and families to ensure fidelity to student goals. Mandatory and ongoing training required to achieve 'highly qualified' status as Para/PCA per PA Department of Education standards.

### Job Duties

- Documentation of daily interactions of students with peers and staff under the guidance of the Learning Support Teacher.
- Data collection for daily behavioral and/or weekly IEP goals in all settings under the guidance of the Learning Support Teacher.
- Performs instructional support as designated by the IEP. Such duties are those which might be performed by various means to include but not limited to the use of technology, small group interactions, whole group instruction, transitioning between activities, social interactions, etc.
- Assist the assigned student(s) in completing tasks throughout the school day in all learning environments.
- Supervising and escorting students throughout the school building.
- Participate in professional development that is provided by the school.
- Responsible for the health, hygiene and personal care needs of the assigned student(s) as directed by the IEP.
- Performs all other duties as assigned by the Principal and/or the Director of Student Services.

### Qualifications

- Highly Qualified Status as defined by Pennsylvania Department of Education (PDE)
  - Associates Degree; two years of post-secondary education or pass a local assessment
- Knowledge and understanding of students with disabilities.
- Must possess excellent interpersonal skills.
- Ability to work in a highly flexible environment, following directions and taking responsibility.
- Excellent verbal and written communication skills.
- Ability to handle multiple tasks at the same time.
- Ability to exercise good judgment and have good organizational skills.
- Ability to obtain and provide TACT2 management and positive behavioral support with the IEP teams.

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- Ability to obtain and provide emergency and basic first aid care.
- Knowledge of technology and ability to provide support with technology for a student's educational plan.

**Work Environment and Physical Requirements:**

- Classroom Environment
- School Building / Grounds Environment
- Field Trip / Community Environment
- Ability to reach above and below the waist
- Ability to use fine motor skills
- Some stooping, bending, twisting of the body required
- Ability to lift and/or carry supplies and/or activities weighing up to 20 pounds
- Ability to sit, stand, walk or move throughout the building / grounds for extended periods

**Salary Range:** \$24,500 - \$28,500