



Title: Personal Care Assistant (PCA)
Reports to: Supervisor of Special Education
Anticipated start date: January 2022

About our school

Provident Charter School in Pittsburgh, PA is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. Our students are bright yet struggle with topics such as reading, writing and sequencing. The school is in its sixth year with students in Grades 2-8. Located on the city's North Shore, the school enrolls about 330 students from over 44 districts in the Pittsburgh area.

Job Goal

The goal for our personal care assistant is to work under the direction of the Supervisor of Special Education to support and assist in providing instructional, behavioral, and functional programs to a child with special needs.

Required Qualifications

- Possess an Associate's degree or higher
- Ability to secure all relevant and necessary clearances.

Preferred Qualifications

- Recent graduates and aspiring teachers, counselors, therapists, and others seeking to earn salary and benefits while gaining on-the-job/field experience and building skill sets
- Demonstrated knowledge of special education instructional techniques.
- Knowledge of de-escalation techniques for elementary students.
- Proven success working with students in need of behavioral, emotional or life skills support.
- Outstanding dependability, initiative, creativity, and decision-making skills.

Professional Responsibilities

- Assists assigned student during arrival, dismissal and transitions throughout the building.
- Under the direction of the Teacher or Behavioral Specialist, PCA assists with the behavior management of the assigned student, including the implementation of behavioral interventions.
- Support assigned student one-on-one in the classroom with assignments, tests, and activities.
- Assist, support, and work closely with teachers, administrators, and other team members.



- Assist in the educational and social development of assigned student under the direction
- Assist in the implementation of Individual Education Plan for the assigned student
- Assist in the implementation of Positive Behavior Support Plans by following the steps in the plan, providing positive reinforcement, and collecting data
- Alert the staff to any problem or special information about an individual student.
- Performs de-escalation techniques to reduce non-preferred behaviors and distractions.
- Support assigned student during lunch periods, snack time, play periods, and or on field trips.
- When requested, serve as a resource for the IEP Team.
- Supports substitute staff members by providing them with information and help when a teacher is absent.
- Other responsibilities as assigned by the Supervisor of Special Education.

Terms of Employment: Ten (10) month position

Evaluation: Performance of this job will be evaluated by the Supervisor of Special Education.

Salary and benefits

- Starting salary \$35,000 (actual rate will be based on experience)
- Employer paid retirement contribution matching 10% of salary
- Employer paid dental, vision, life insurance benefits
- Significant employer contribution toward health insurance

How to Apply

Interested candidates should email a cover letter & resume to Mrs. Brittany Hebert, Special Education Supervisor at bhebert@providentcharterschool.org

Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Job Type: Full-time

Pay: From \$35,000.00 per year

COVID-19 considerations:

- Remote interview process option
- Personal protective equipment provided or required
- Temperature screenings
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place