

# TVASD PCA (Behavioral) Job Description FOR SUBSTITUTES 504.7

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In this position, you may be expected to:

## District Requirements:

1. Take detailed narrative notes regarding student behaviors and social interactions with others (peers and adults) include date, time, and location of observation. ***Return detailed notes along with the sub folder to Dean of Students or Special Ed. Secretary) before the end of the day. NO documents given and/or notes taken shall leave the school building.***
2. Adhere to district guidelines and procedures outlined in the Student Handbook
3. Maintain confidentiality at all times
4. Divert to the Principal, Mr. Berkley, or Dean of Students in charge of Special Education for clarification and/or assistance

## Student-Oriented Requirements:

1. Provide redirection (with explanations) during poor/inappropriate peer interactions – to be done PRIVATELY and not blatantly in front of peers
2. Provide structure and reinforce behavioral requirements at all times – especially during “unstructured times” such as hallways, Art class, P.E., lunch, etc.
3. Help maintain organization and plan for upcoming assignments

## General Procedures:

1. Follow the student to and from all classes
2. Follow PCA schedule/expectations
3. Accompany student at all times aside from assigned lunch time. If an emergency scenario (fire drill, etc.) were to occur during your lunch period, please evacuate the building via the nearest exit and await further instructions regarding reuniting with the student.

Adopted 10/19/15

Revised: