AUSTIN ISD
JOB DESCRIPTION

JOB TITLE: TEACHER ASSISTANT MS SPECIAL ED
PAY GRADE: IS4

JOB CODE: FLSA STATUS: NON-EXEMPT
DATE REVISED: 12/15/2022 HC

DUTY DAYS: 209

FUNDING SOURCE: THIS POSITION IS LOCALLY FUNDED.

AUSTIN ISD EQUITY STATEMENT:

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The definition of equity from the National Equity Project will guide our transformational work.

- Educational equity means that each child receives what they need to develop to their full academic and social potential. Working Towards Educational Equity:
- Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor:
- Interrupting [Disrupting] inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and
- Discovering and cultivating the unique gifts, talents, and interests that every human possesses.

https://nationalequityproject.org/

-Austin ISD Board President, February 2019

MINIMUM QUALIFICATIONS:

This position requires a minimum of 48 college hours or an Associate’s degree or higher from an accredited college or university, or a high school diploma (or equivalent) and successful completion of the Austin Community College ParaEducator Institute course, Region 13 Education Service Center Paraprofessional Program, or similarly approved program/course. Additionally, this position requires an Educational Aide certificate as required by the State of Texas and/or Austin ISD and some experience working with children is required.

SKILL REQUIREMENTS:

This position requires in-service workshop training, seminars, and courses. This position requires basic understanding of subject areas to be taught and ability to interact with and relate to children. Incumbent may be required to operate a variety of office equipment, including photocopierson, laminating machines, and audiovisual equipment. Incumbent may also be required to operate equipment used in vocational classes (e.g., lawn mowers, tillers, band saw, etc.) Incumbent must have knowledge of CPR and other basic first aid techniques, and other specialized knowledge pertaining to subject areas and/or specific assignments (e.g., foreign languages, sign language, physical restraint/SAMA training); specialized equipment. Employees in this position must be able to read, write, and speak/communicate in English (and Spanish for bilingual positions) in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for providing general assistance to teachers and students, either in a school or a program for special needs children. Incumbent must exercise judgment in handling student disciplinary problems and in assessing students’ skill levels.

ESSENTIAL FUNCTIONS:
▪ Assist teacher in preparing instructional materials, classroom bulletins and other educational displays.

▪ Work closely with students and reinforce skills introduced by the teacher.

▪ Tutor individual students (e.g., help them prepare assignments or explain material they do not understand); assist with independent study.

▪ Conduct small groups such as reading groups.

▪ Monitor student behavior (e.g., during bus loading, on the playground, in the cafeteria and hallways, and when teacher is absent from classroom), discipline students, as necessary.

▪ Ensure that specific materials and supplies are ready for classroom use.

▪ Operate audiovisual equipment such as tape recorders, record players, filmstrip projectors, overhead projectors, televisions, and VCR’s.

▪ Correct homework assignments and grade papers.

▪ Perform clerical duties such (recording attendance/grades and duplicating/laminating material).

▪ Assist children in eating or using the bathroom when necessary.

▪ Provide first aid and care for sick children.

▪ Clean classrooms or eating areas.

▪ Alert teacher of an individual child’s special needs or problems; call parents to discuss students’ progress or disciplinary problems.

▪ Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

**OTHER DUTIES AS ASSIGNED:**

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Work is generally conducted in a classroom environment depending on course material or activities assigned (vocational material may be taught outdoors or in a machine shop environment, field trips and recess may require activities outdoor). This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

**PERSONAL WORK RELATIONSHIPS:**
Incumbent works under the supervision of a classroom teacher and/or principal. All work is reviewed by the teacher to ensure that material is presented properly, and a formal evaluation is conducted annually. Incumbent will have contact with students, in order to provide job related Instruction, give guidance, and serve as an appropriate role model. Incumbent will have contact with teachers and principals in order to receive instructions and feedback, assist in planning, and discuss students’ progress/performance. Incumbent will have contact with parents in order to discuss students’ progress/performance, to listen to questions and concerns.

The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.

I have read & acknowledge the job description above.

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