AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**TEACHER ASSISTANT SPECIAL ED**			PAY GRADE:	**IS 4**
DUTY DAYS:	**209**	FLSA STATUS:	**NON-EXEMPT**	DATE REVISED:	**12/11/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

This position requires a minimum of 48 college hours or an associate 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 knowledge of educational and physical assistance techniques and 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 must have the ability to work with students with physical, emotional, educational, and/or intellectual disabilities. Incumbent may be required to operate a variety of office/classroom equipment and must be able to assist in preparing instructional materials and classroom displays. Incumbent must have knowledge of CPR and other basic first aid techniques. Specialized knowledge and use of specialized equipment used in particular subject areas/specific assignments (e.g., foreign languages, sign language, physical restraint training) is preferred. Incumbent must be able to physically lift and manipulate students as needed. Employees in this position must be able to read, write, and speak/communicate in English 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 assisting special education teachers in preparation of materials and instruction as well as meeting the physical needs of students with disabilities. Incumbent must exercise judgment in handling student disciplinary problems and in assessing students' skill levels. All work must be done in accordance with Austin ISD policies and procedures.

ESSENTIAL FUNCTIONS:

- Assist teacher in preparing instructional materials, classroom bulletins and other educational displays.
- Work with individual students with disabilities or groups of students in a variety of educational settings.
- Gather and maintain data on students (e.g., take roll, check assignments, punch cards), at the direction of the teacher.
- Help administer and score objective measurement instruments and assist the teacher with clerical tasks.
- Organize ARD meetings, gather materials for meetings and contact parents to schedule ARD meetings.
- Monitor and provide supervision to students with disabilities in special education on school campus and in community settings (e.g., accompany special education students to the office, bus, cafeteria, nurse's office, playground, and in and out of the classroom).

- Assist students physically, after appropriate training, perform designated medical/health procedures prescribed by physician (e.g., catheterization, gastronomic), and assist students with all physical functions (e.g., toileting, diapering, writing, writing, eating, walking, sitting, standing), as needed. Move and position students as directed by teacher and or by an Occupational or Physical Therapist and move adaptive equipment and push wheelchairs.
- Tutor individual students (e.g., help them prepare assignments or explain material they do not understand); assist with independent study.
- 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.
- Alert teacher of an individual child's special needs or problems.
- Ensure specific materials and supplies are ready for classroom use.
- Operate classroom equipment, online resources and audio technical equipment.
- Provide first aid, as necessary.
- Clean classrooms or eating areas.
- Participate in professional development programs, faculty meetings, and special events as assigned.
- Provide orientation and assistance to substitute teachers.
- May operate specialized equipment if enrolled in CTE classes.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

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:

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. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment; other specialized and adaptive equipment used by students

Posture: Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking and reaching

Lifting: Frequent light lifting and carrying (less than 15 pounds); Occasional heavy lifting (45 pounds or over) and positioning or students with physical disabilities, controlling behavior through physical restraint, assisting nonambulatory students, and lifting and moving adaptive and other classroom equipment

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; exposure to biological hazards (bacteria, communicable diseases). Work is generally conducted in a classroom environment depending on course material or activities assigned, Career and Technical classes may be taught outdoors or in a machine shop

environment. Field trips and recess may require outdoor activities. Unusual working conditions exist because of working with children with disabilities. “Disabled” may mean physically, emotionally, or educationally.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

PERSONAL WORK RELATIONSHIPS:

This position works under the supervision of a classroom teacher and/or principal. The teacher reviews all work to ensure that material is presented properly, and a formal evaluation is conducted annually. Incumbent has contact with students to provide job-related instruction, guidance, and serve as an appropriate role model. Incumbent has contact with teachers and principals to receive instructions and feedback, assist in planning, and discuss students’ progress/performance. The incumbent has contact with parents to discuss students’ progress/performance and to listen to questions and concerns.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	