

Job Title: Instructional Assistant, Special Education

Wage/Hour Status: Non-exempt

Reports to: Campus Principal

Pay Grade: C3, C4

Dept./School: Assigned Campus

Duty Days: 187

Date Revised: February 2023

Qualifications:

Education/Certification:

High school diploma or GED

48 hours of college preferred or Para-Educator Training Certificate

Valid Texas Educational Aide Certificate

Special Knowledge/Skills:

Ability to work well with children with disabilities

Ability to follow verbal and written instructions

Knowledge of general office equipment

CPR Training preferred

Non-Violent Crisis Intervention Training preferred

Bilingual, preferred

Experience:

Two years experience working with children/adults with disabilities

Major Responsibilities and Duties:

Align major functions of the assignment with district goals such that all students succeed.

- Be familiar with Bryan ISD's general policies. Uphold and enforce school rules, administrative regulations, and state and local board policy.
- Performs and assumes responsibility for tasks under the general guidance of a certified teacher or teaching team.
- Provide instructional support for the class taught by the special/general education teacher.
- Assist students with physical or behavioral disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning.
- Assist students with physical care including feeding, bathroom needs, and personal hygiene.
- Assist in managing the behavior of students and crisis intervention. This includes restraining disruptive or physically dangerous students as needed.
- Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
- Work with individual students or small groups and conduct instructional exercises assigned by the teacher.
- Assist in supervising and monitoring students throughout the school day, before and after school, both inside and outside the classroom, including lunchroom, restroom, hallway, assemblies, bus duty, playground, special events, snack time, nap time, and community settings such as field trips.

- Keep the teacher informed of any special needs or problems of individual students.
- Assist the teacher in preparing instructional materials and classroom displays.
- Assist teacher in keeping administrative records and preparing reports, such as grades and attendance.
- Assist in maintaining a neat and orderly classroom.
- Assist in inventory, care, and maintenance of equipment.
- Assist with the operation and use of educational media and technology.
- Provide orientation and assistance to substitute teachers.
- Maintain confidentiality.
- Participate in staff development training programs, faculty meetings, and special events as needed.
- Observe all channels of communication within the building as established by the campus administration.
- Notify the principal and teacher of any absences.
- Share training experiences, techniques and knowledge of programs and materials with fellow paraprofessionals.
- Work directly with students reinforcing skills previously introduced by the teacher.
- Monitor students who are working with individualized programmed material.
- Introduce and monitor educational games selected to strengthen specific skills.
- Assume the instructional lesson plans previously developed by the teacher while s/he is in attendance at professional development or ARD meetings.
- Be observant of students in relation to changes in learning pattern/s, general health, behavior, and social needs. Discuss these observations with the teacher when they persist or interfere with the student's progress.
- Provide assistance to the teacher as the instructional program is implemented.
- Supervise and actively monitor students individually and in small groups as learning activities are conducted in accordance with teacher directions.
- Prepare a weekly schedule with the assistance of the teacher/s.
- Assemble materials, programs, and equipment prior to the arrival of the students.
- Assist teachers with bulletin boards, duplication of materials, and grading tests.
- Assist teachers with the administration and scoring of objective measurements
- Prepare and maintain student charts, work folders, and other clerical duties as assigned by the teacher.
- Help supervise the arrival and departure of students.
- Assume bus duty in the building and supervise students on bus runs.
- Assume other duties as assigned by campus administrators and/or the teacher which have been specifically stated.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions; maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, walking/running, repetitive hand motions. Therapeutic holding as required, regular lifting of students. Biological exposure to bacteria and communicable diseases.

Bryan ISD is an equal-opportunity employer. All applicants are considered for all positions without regard to race, color, national origin, religion, sex, marital or veteran status, medical condition, disability, or any other legally protected reason.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____