

Job Title: IA, 18+/Job Coach

Wage/Hour Status: Non-exempt

Reports to: Special Education Director

Pay Grade: 402-187 days

Dept./School: Assigned Location (18+ Center)

Date Revised: 9/2025

Qualifications:

Education/Certification:

High School diploma or GED

48 hours of college or Para-Educator Training Certificate preferred

Valid Texas educational aide certificate

Special Knowledge/Skills:

Ability to work well with adults with disabilities

Ability to follow verbal and written instructions

Knowledge of general office equipment

CPR training preferred

Non-Violent Crisis Intervention Training (CPI)

Preferred Experience:

Two years of experience working with children /adults with disabilities (preferably in secondary/vocational setting)

Major Responsibilities and Duties:

1. Align the major functions of the assignment with district goals such that all students succeed.
2. Uphold and enforce school rules, administrative regulations, and state and local board policy.
3. Assist students with physical or behavioral disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning.
4. Assist students with physical care including feeding, bathroom needs, and personal hygiene.
5. Assist in managing the behavior of students and crisis intervention. This includes restraining disruptive or physically dangerous students as needed.
6. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.

7. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by the teacher.
8. Assist in supervising students throughout the school day, both inside and outside the classroom.
9. Keep the teacher informed of any special needs or problems of individual students.
10. Assist the teacher in preparing instructional materials and classroom displays.
11. Assist in maintaining a neat and orderly classroom.
12. Assist in inventory, care, and maintenance of equipment.
13. Assist teacher in keeping administrative records and preparing required reports
14. Provide orientation and assistance to substitute teachers.
15. Maintain confidentiality. Treat all information about children and their families in strictest confidence.
16. Participate in staff development training programs, faculty meetings and special events as needed.
17. Be familiar with Bryan Independent School District's general policies.
18. Observe all channels of communication within the building as established by the principal.
19. Notify the administrator, transition specialist and teachers of absence.
20. Share training experiences, techniques and knowledge of programs and materials with fellow Paraprofessionals.
21. Assume other duties as assigned by the principal and/or special education teachers, which have been specifically stated.
22. Work directly with students in reinforcing skills previously introduced by the teacher.
23. Monitor students who are working with individualized programmed material.
24. Assume the instructional lesson plans previously developed by the teacher while she is in attendance at professional in-service or ARD meetings.
25. Be observant of students in relation to changes in learning pattern, general health, social needs and behavior. Discuss these observations with the teacher when they persist or interfere with the student's progress.
26. Provide assistance to the special education teacher as the instructional program is implemented.
27. Supervise students individually and in small groups as learning activities are conducted in accordance with teacher directions.
28. Prepare a weekly schedule with the assistance of the teacher(s).
29. Assemble materials, programs, and equipment prior to the arrival of the students.
30. Assist teacher with bulletin boards, duplication of materials and grading tests.
31. Prepare and maintain student charts, work folders, and other clerical duties as assigned by the teacher.
32. Help supervise arrival and departure of students.
33. Assume bus duty in the building and supervise students on bus runs

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting

Bryan ISD is an equal opportunity employer. All applications are considered for all positions without regard to race, color, national origin, religion, sex, marital or veteran status, medical condition, or 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.

Employee Signature _____ Date _____

Supervisors Signature _____ Date _____