

# HUMBLE INDEPENDENT SCHOOL DISTRICT

## Job Description

## SPEAK/SPEAK Transition Paraprofessional Special Education

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**Reports to:** Assigned Campus Administrator

**School/Dept:** Assigned Campus

**Wage/Hour Status:** Non-Exempt

**Created/Revised:** November 2016

**Primary Purpose:** To assist the Special Education students with individual instructional, emotional, and physical needs in self-contained and all inclusionary settings.

### **Qualifications:**

#### **Education/Certification:**

- High school diploma or equivalent and 3 years of verifiable experience working with students or parents (in public schools, private schools, church-related work, substituting, volunteering, etc.) **or**
- High school diploma and 15 College credit hours
- Must apply for or have an educational aide certificate with SBEC.

#### **Special Knowledge/Skills:**

Ability to work well with children

Ability to communicate effectively

#### **Experience:**

Experience working with children.

### **Job Specific Responsibilities and Duties:**

#### **Student Management**

- Instruct and support students in developing communication skills
- Instruct and support students in developing social skills
- May attend to students' hygiene (e.g. changes student diapers, aids in toilet training, etc.).
- Assists in menu planning and meal preparation with students.
- Supports eating skills and cleans up after meals.
- Implements independent learning activities and strategies or leads group activities for students as appropriate.
- At high school level, conduct job coaching for work-based learning on campus for high school students.
- At high school level, conduct job coaching for work-based learning in the community for high school students.

#### **Other**

- Needs strength and mobility to assist non-ambulatory students, which may include heavy lifting.
- CPI training required

**Major Responsibilities and Duties (all paraprofessionals):**

**Instructional Support**

- Under direction of the teacher, assists in adapting and preparing instructional materials as necessary to meet student needs, aptitudes, and interests.
- Keep teacher informed of special needs or problems of individual students.
- Takes data on student accomplishments on a regular basis
- Assists in planning and conducting educational field trips.
- Assists teacher with the scoring/grading of objective testing instruments or work assignments.
- Takes and records attendance.
- Helps teacher keep administrative records and prepare required reports.
- Assists teacher in setting up displays of student work and/or bulletin boards.
- Provide orientation and assistance to substitute teachers.
- Helps with inventory, care, and maintenance of equipment/supplies.

**Student Management**

- Supervise students in the classroom setting and at duty stations: tutoring sessions, group, and student activities.
- Help supervise students throughout school day in all settings.
- Supervise students when the teacher has been called out of the room for a short period.
- Encourages students to think independently and to express original ideas.
- Assists new students in adjusting to school.
- Supports an effective climate for learning.
- Assists in de-escalating students through careful management of verbal and non-verbal techniques.

**Other**

- Attends district workshops and local conferences to keep abreast of instructional practices and improve job performance with administrator's approval.
- Participate in faculty meeting and special events as assigned.
- Performs clerical duties such as photocopying, typing, filing.
- Help maintain neat and orderly classroom.

**Technology/Equipment:**

- Basic computer skills
- Familiarity with basic office equipment

**Supervisory Responsibilities:**

Supervise students when the teacher has been called out of the room for a short period.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Tolerate frequent interruptions.

Maintain emotional control under stress.

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Frequent standing, stooping, bending, kneeling, pushing, and pulling.

Move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment

May be required to lift and position students with physical disabilities and assist non-ambulatory students

May be required to intervene with challenging behaviors.

May be exposed to biological hazards

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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.

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Employee Signature

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Employee Printed Name

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Date signed

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Supervisor/Grant Manager Signature

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Sup/Grant Mgr Printed Name

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Date signed