

Job Title: Instructional Assistant, Special Assignment-Life Skills
Reports to: Principal and Teacher(s) Assigned
Dept. /School: Assign Campus
Wage/Hour Status: Non-Exempt
Pay Grade: Clerical-Paraprofessional / PG 3 187 days
Date Revised: July 2025

Primary Purpose:

Help meet physical and instructional needs of individual students with disabilities inside and outside the classroom. Assist with the implementation of Individual Education Plans (IEP), including self-help, behavior management, and instruction programs. Work under general supervision of principal and immediate direction of certified teacher.

Qualifications:

Education/Certification:

- High school diploma or GED
- Valid Texas Educational Aide certificate

Special Knowledge/Skills:

- Ability to work well with children with disabilities
- Ability to follow verbal and written instructions
- Ability to communicate effectively

Experience:

None

Major Responsibilities and Duties:

Student Management

1. Help meet the individual needs of students, including transferring them to and from wheelchairs, lifting and positioning them, and signing or interpreting instructions for them, etc.
2. Help students take care of physical needs and personal care including feeding, bathroom needs and personal hygiene.
3. Help manage the behavior of assigned students. This includes intervening in crisis situations and restraining disruptive or student behavior as needed.
4. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
5. Work with assigned students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
6. Assist assigned students throughout school day, inside and outside classrooms. This included lunchroom, bus, and playground duty.
7. Keep teacher informed of special needs or problems of assigned students.

Other

8. Maintain confidentiality.
9. Participate in professional development programs, faculty meetings, and special events as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Wheelchair lifts, ramps

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress.

Frequent standing, stooping, bending, kneeling, pushing, and pulling, regular heavy lifting of students

Biological exposure to bacteria and communicable diseases

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.

I have received a copy of this job description.

Employee Name: _____ Date: _____