



INSTRUCTIONAL ASSISTANT, SPECIAL EDUCATION

Rev. March 2024

Job No.: Summer School

Reports to: Summer School Coordinator

Dept./Campus: Assigned Campus

FLSA Status: Non-exempt

Pay Grade: Summer School

Term: Summer

PRIMARY PURPOSE:

To assist the teachers in the preparation and management of student activities to ensure that each student is provided an exemplary education by meeting individual needs.

MAJOR RESPONSIBILITIES AND DUTIES

- Ability to follow directions from multiple teachers and follow an assigned schedule.
- Uphold and enforce school rules, administrative regulations, and state and local board policy.
- Assist the teacher in preparing instructional materials and classroom displays.
- Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
- Assist with the administration and scoring of objective testing instruments.
- Assist in supervising students throughout the school day both inside and outside the building.
- Keep the teacher informed of any special needs or problems of individual students.
- Assist in maintaining a neat and orderly classroom.
- Assist in inventory, care and maintenance of equipment.
- May be required to perform or assist in the diaper-changing routine daily and aid in toilet-training and other self-help skills.
- May be required to rotate among classrooms with students of various needs.
- Assist the teacher in keeping administrative records and preparing required reports.
- Participate in in-service training programs, faculty meetings, and special events, as needed.
- Provide orientation and assistance to substitute teachers.
- Supervise classroom when teacher is attending scheduled meetings.
- Supervise students getting on and off the bus.
- Supervise students in cafeteria.
- Assist with social strategies implementation as needed for individual students.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- At least 48 semester hours (or equivalent trimester hours) of college work, or an Associate degree or higher, or a Highly Qualified Certificate issued by ACC, Region 13, or an equivalent institution. Level III Education Aide Certification preferred.
- TEA issued Educational Aide Certificate – obtainable after hire (\$32 fee requirement).
- Some experience working with children preferred.

Knowledge/Skills/Abilities:

- Ability to communicate effectively; manage multiple priorities and projects; and work well with children, students, staff, and parents.

Mental/Physical/Environmental Demands

SPED Instructional Assistants are a campus resource and may work in a variety of roles at a campus to support all SPED programs. Depending on the student population and campus needs, these positions may float in and out of different SPED settings throughout the year or even during a day. Some of the possible roles a SPED IA may serve in are a SPED IA General Inclusion/Resource, Structured Learning Environment (SLE), Individual Community Academic Program (ICAP), Social Communication Supports and Services (SCSS), or SPED Behavioral (IBC, TASC, Goals, Aspire).

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- May be exposed to outdoor weather conditions during portions of work day.
- Needs to move about inside the classroom or campus to monitor students as necessary.
- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling, and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Work with frequent interruptions.
- Potential exposure to bodily fluids and communicable diseases.
- Frequent heavy lifting of students.
- May be required to lift 50-80 pounds unassisted.
- May be required to lift 81-200 pounds assisted.
- May be required to pass a SAMA or other crisis prevention training class.
- May be required to assist in crisis intervention.
- May be required to restrain a student.
- Maintain composure and professionalism at all times.