



INSTRUCTIONAL ASSISTANT, SPED JOB COACH

Rev. June 2022

Job No.: P234

Reports to: Asst. Principal/Sr. Coordinator, SPED Transition

Dept./Campus: Assigned Campus

FLSA Status: Non-exempt

Pay Grade: PP2

Term: 184 Days

PRIMARY PURPOSE:

To serve as a career information and employability skills resource to students in, High School, to facilitating their attainment of lifelong employment skills and to directly coach employment skills in community work sites. **This position may be contingent upon funding in whole or in part through state or federal grants.**

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 supervising teacher in devising appropriate job task analyses for each student.
- Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
- Supervise students on community sites.
- Provide sequential training for respective jobs.
- Work with work-based learning and supported employment services.
- Screen, evaluate and reassess progress in such areas as social skills, grooming, reliability, stamina, and task completion.
- Transport students to workplace in LISD District Suburban.
- Assist in inventory, care and maintenance of equipment.
- Assist with social strategies implementation as needed for individual students.
- Assist teacher in keeping administrative records and preparing required reports.
- Participate in in-service trainings, team meetings and special events as needed.
- Supervise classroom when teacher is attending scheduled meetings.
- Must carry reliable communication tool (i.e. cell phone) so they can be contacted during travel time to ensure safety of students.
- May need to flex work schedule to accommodate a student's needs on the worksite that could occur in the evenings or on the weekends. Contact, communicate, and respond appropriately to concerns with community partners and family members.
- Meet with employer to obtain employer evaluations.
- Potentially required to perform or assist in the diaper-changing routine daily and aid in toilet-training and other self-help skills.
- 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.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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- TEA issued Educational Aide Certificate – obtainable after hire (\$32 fee requirement).
- Some experience working with children preferred.
- Valid Texas Driver's License. Driving record in good standing with the State of Texas.

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:

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.