



INSTRUCTIONAL ASSISTANT, SPED JOB COACH 18+ SVC

Rev. July 2025

Job No.: 6305

Reports to: Assistant Superintendent Special Programs/Services

Dept./Campus: Special Programs & Services

FLSA Status: Non-exempt

Pay Grade: 603

Term: 184 Days

PRIMARY PURPOSE:

To serve as a career information and employability skills resource to students, 18-22 years old, to facilitate 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, and/or personal care services, health services, as stated in the IEP. (SHARS)
- 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.
- 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 workday.
- 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 assist in crisis intervention.
- May be required to pass a SAMA or other crisis prevention training class.
- May be required to restrain a student.
- Maintain composure and professionalism at all times.