



INSTRUCTIONAL ASSISTANT JOB COACH SUMMER SCHOOL

Rev. March 2024

Reports to: Summer School Coordinator

FLSA Status: Non-exempt

Dept./Campus: Special Education / Assigned Campus

Term: June & July Sessions

PRIMARY PURPOSE:

To serve as a career information and employability skills resource to students for the purpose of facilitating their attainment of lifelong employment skills and to directly coach employment skills in community worksites.

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.
- Provide sequential training for respective jobs.
- Work with work-based learning and supported employment services.
- Evaluate and reassess progress in such areas as social skills, grooming, reliability, stamina, and task completion.
- Drive students to workplace.
- May be required to assist in crisis intervention.
- May be required to attend SAMA training.
- Assist with social strategies implementation as needed for individual students.
- Must carry reliable communication tool (i.e. cell phone) so they can be contacted during travel time to ensure safety of the 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:

- TEA issued Educational Aide Certificate.
- At least three years as SPED IA.

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.
- Potential exposure to bodily fluids and communicable diseases.
- Occasional heavy lifting of students.
- May be required to lift 50-80 pounds unassisted.
- May be required to lift 81-200 pounds assisted.
- Work with frequent interruptions.
- Maintain emotional control under stress.
- Ability to Drive a LISD Suburban.