



LIBERTY HILL ISD

Office of Human Resources

Paraprofessional: AIMES, RISE, BEST, ACCESS, SOLID ROOTS

Job Title: Paraprofessional AIMES, RISE, BEST, ACCESS, SOLID ROOTS

FLSA: Non-Exempt

Reports to: Campus Principal

Funding Source: Special Education

Dept/Campus: Designated Campus

Pay Grade: 103

Date Revised: February 2024

Contract Term: 187

PROFILE OF A LIBERTY HILL ISD EDUCATOR

Liberty Hill Educators are leaders with compassion, effective collaborators, adaptable thinkers, determined problem-solvers, and skilled communicators.

PRIMARY PURPOSE

To assist certified classroom teachers in providing for the instructional needs of individual students and/or groups of students in a school as well as assist in preparing and facilitating learning activities to help students achieve their full intellectual, emotional, physical, and social potential

QUALIFICATIONS

Education/Certification

- Graduation from an accredited high school or GED.
- Successful completion of Academic Assistant (ACC, Region 13 or LHISD Local Assessment) or current TEA issued Educational Aide Certificate – obtainable after hire (fee requirement).
- Some experience working with children.

Knowledge/Skills/Abilities

- Knowledge of District, campus, and classroom policies and procedures.
- Knowledge of techniques used in assisting students with special needs.
- Skill in applying classroom/student discipline management.
- Knowledge of techniques used in assisting students with special needs.
- Knowledge of Crisis Prevention Intervention (CPI), First Aid and Cardiopulmonary Resuscitation (CPR).
- Skill in applying classroom/student discipline management.
- Skill in communicating effectively, both verbally and in writing.
- Skill in operating standard computer and software applications.



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- Ability to follow directions from multiple teachers and follow an assigned schedule; communicate effectively; manage multiple priorities and projects; support multiple students, teachers, or classrooms as needed and work well with students, staff, and parents.

MAJOR RESPONSIBILITIES AND DUTIES

- Assist teachers with daily classroom activities; prepare/modify activities; assist with independent study or lead small groups; and inform teachers of students' progress.
- Support the improvement of instruction.
- Support and participate in meeting the objectives of the campus/department improvement plan.
- Assist in resolving parent/student issues and concerns in a timely manner.
- Assist in managing student behavior in the classroom and common campus areas in accordance with Student Code of Conduct and student handbook.
- Assist teachers with emotional/behavioral needs of students.
- Monitor student behavior and maintain classroom discipline as necessary, including intervening in crisis situations and restraining disruptive and/or dangerous student behavior as needed.
- Assist teacher with preparation of instructional equipment; ensure specific materials and supplies are ready; maintain safe instructional area; perform clerical duties and assist with operation of equipment.
- Supervise students at assigned duty stations.
- Supervise classroom when teacher is attending scheduled meetings.
- Provide assistance to campuses/departments as requested.
- Work collaboratively to improve programs.
- Participate in professional development, faculty meetings, and special events as needed.
- Support the administration of state-mandated testing at campuses in compliance with state and federal guidelines.
- Provide assistance to campuses/departments as requested.
- Interact positively with employees and the community to provide needed information and to promote the District in a favorable manner.
- Participate in team building activities and the decision-making process as appropriate.
- Assist in maintaining neat and orderly classrooms; Clear up materials at the end of the day.
- Assist students with physical/medical needs such as feeding, lifting, toileting, and personal hygiene.
- Communicate and collaborate with campus/department staff to enhance service delivery and customer satisfaction.
- Comply with policies established by federal law, including but not limited to State Board of Education and local Board policy.
- Perform other job-related duties as assigned.
- Demonstrate regular and prompt attendance.



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SUPERVISORY RESPONSIBILITIES

- None.

MENTAL/PHYSICAL & ENVIRONMENTAL DEMANDS

- Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment; other specialized and adaptive equipment used by students.
- Posture: Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting.
- Motion: Frequent walking and reaching.
- Lifting: Frequent light lifting and carrying (less than 15 pounds); Occasional heavy lifting (45 pounds or over) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting non ambulatory students, and lifting and moving adaptive and other classroom equipment.
- Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; exposure to biological hazards (bacteria, communicable diseases).
- Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

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.

Employee Name (printed): _____

Employee Signature: _____ Date: _____