



LIBERTY HILL ISD

# Office of Human Resources

**Job Description: Special Education Inclusion/Resource, ESL, General Education**

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**Job Title:** Paraprofessional - Special Education

**FLSA:** Non-Exempt

**Reports to:** Campus Principal

**Funding Source:** Local

**Dept/Campus:** Designated Campus

**Pay Grade:** 101

**Date Revised:** August 2023

**Contract Term:** 187

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## PROFILE OF A LIBERTY HILL ISD EDUCATOR

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

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## PRIMARY PURPOSE

To assist teachers in supporting the instructional and physical needs of individual or groups of students under the guidance of a certified classroom teacher, 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.
- Some college credits are preferred.
- 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 is preferred.

### Knowledge/Skills/Abilities

- Knowledge of District, campus, and classroom policies and procedures.
- Knowledge of child care best practices preferred.
- 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 positive behavior guidance preferred.
- Skill in communicating effectively, both verbally and in writing.
- Skill in operating standard computer and software applications.
- 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



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- 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 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.
- 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 young children with personal hygiene needs to include toileting, diaper changing, tooth brushing, etc.
- 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.

### 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 or students with physical disabilities, controlling behavior through



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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: \_\_\_\_\_