



Para-Professional – Job Description

Job Title: Teacher Assistant – 504 Student

Pay Grade: SI/01

Mid \$17,952/Mid \$22,440/Max \$26,928

Reports to: Principal and teacher(s) assigned

FLSA Status: Non-exempt

Dept./School: Campus assigned to

Minimum Duty Days: 187 days

Primary Purpose:

Assists the teacher to provide for the physical and instructional needs of the 504 student and in the preparation and management of classroom activities, including self-help, behavior management, and instruction programs. Work under general supervision of the principal and immediate direction of the teacher.

Minimum Requirements:

- High School diploma or G.E.D.
- Valid Texas Educational Aide Certificate.
- Some experience working with children.
- Meet one of the following requirements:
 1. Completion of an Associate degree or higher from an accredited institution.
 2. 48 Semester credit hours from an accredited institution.

Special Knowledge/Skills:

- Ability to work with children with disabilities.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively.
- Knowledge of general office equipment.

Major Responsibilities and Duties:

Essential Duties

1. Assists teacher in preparing instructional materials, classroom displays, keeps administrative records and prepares required reports.
2. Assists students individually or in groups with instructional activities assigned by the teacher.
3. Assists in maintaining a neat, safe and orderly classroom.
4. Assists with the supervision of students throughout the school day, arrival and dismissal times, during emergencies, assemblies, recess time, and field trips.
5. Keeps teacher informed of special needs or concerns of individual students.
6. Provide orientation and assistance to substitute teacher when the teacher is absent.
7. Participates in staff development trainings to improve job performance, faculty meetings, and special events.
8. Assists in the care, maintenance, and inventory of equipment.
9. Maintains confidentiality.
10. Complies with state and district policies and standards of conduct.
11. Performs other duties as may be assigned.

Specialized Duties:

1. Assists students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.
2. Assists students with physical needs and personal care including feeding, bathroom needs, and personal hygiene.
3. Assumes responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
4. Participates in 504 meetings for student assigned.

Supervisory Responsibilities:

None

Equipment Used:

Wheelchair lift, ramps, personal computer, copier, typewriter, and audiovisual equipment.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent standing; stooping, bending, kneeling, pushing, and pulling; regular heavy lifting of students. Biological exposure to bacteria and communicable diseases.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee signature

Date