



Para-Professional – Job Description

Job Title: Teacher Assistant – Special Education I **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 special education teacher to provide for the physical and instructional needs of students with disabilities in special education setting. Assists in implementation of classroom programs, 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. from a school recognized by the Texas Education Agency/Texas Private School Accreditation Commission.
- Valid Texas Educational Aide Certificate or eligible to obtain an Educational Aide Certificate issued by the State Board of Educator Certification.
- Some experience working with children.
- Meet one of the following requirements:
 1. 48 semester credit hours from an accredited institution.
 2. Completion of an Associate degree or higher from an accredited institution.
 3. Completion of the Region One Educational Service Center Para-Professional Institute.
 4. Currently employed at LISD as a Substitute Teacher with one year of service and completion of the Para-Professional Assessment of Knowledge and Skills (PAKS).

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:

12. Assists students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.
13. Assists students with physical needs and personal care including feeding, bathroom needs, and personal hygiene (including diaper change).
14. Helps manage behavior of students including intervening in crisis situations and restraining disruptive or dangerous students as needed.
15. Assumes responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.

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