



## Job Descriptions Montgomery Independent School District

**Job Title:** Special Education Paraprofessional, CARES

**Exemption Status/Test:** Nonexempt

**Reports to:** Principal/Special Education Teacher

**Date Revised:** July 2025

**Dept./School:** Assigned Campus

**Salary:** PG 3/Clerical/Paraprofessional-187 days

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### Primary Purpose:

Assist specified student(s) with disabilities in a variety of settings to meet personal care, delegated nursing, and/or self-help needs; including self-contained and general education classrooms based on the needs of the student(s). Assist in the implementation of classroom programs, including self-help, behavior management, instructional programs, and assistive technology. Work under the general supervision of the principal and immediate direction of a certified special education teacher. Work with related service providers in the implementation of students' IEPs and/or Individual Health Plans.

### Qualifications:

#### Education/Certification:

- Applicant must be at least 18 years of age
- High school diploma or hold a General Educational Development (GED) certificate
- Have met formal academic assessment, associate degree, or two years of study at an institution of higher learning\*
- Valid Texas educational aide certificate

#### 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

#### Experience:

- Experience working with children or adults in providing self-care, or behavior support is preferred.

### Major Responsibilities and Duties:

#### Instructional Support

1. Help teachers prepare instructional materials and student learning-support materials.
2. Help maintain a neat and orderly classroom.
3. Help with inventory, care, and maintenance of equipment.
4. Help teacher keep administrative records and prepare required reports.
5. Provide orientation and assistance to substitute teachers.
6. Provide health and safety support to designated student(s).

#### Student Management

7. Assist students with physical disabilities according to their needs including transferring to and from wheelchairs; lifting; positioning; or assisting students with personal care such as feeding, bathroom needs, and personal hygiene.
8. Keep teacher informed of special needs or problems of individual students.
9. Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous students as needed.

10. Recognize differences in each student's special medical, physical, communicative, and emotional needs and adapt methods and interaction accordingly.
11. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
12. Help supervise program students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.
13. Perform delegated nursing duties as described in the IEP/IHP.
14. Collect, maintain, and provide documentation and clinical notation as directed.

**Other**

15. Maintain confidentiality and demonstrate an understanding of FERPA in all environments.
16. Participate in staff development training programs, faculty meetings, and special events as assigned.
17. Follow district safety protocols and emergency procedures.
18. Other duties as assigned.

**Supervisory Responsibilities:**

None

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

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment; other specialized and adaptive equipment used by students; specialized health and/or medical equipment including sharps, g-tubes, diapering.

**Posture:** Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting.

**Motion:** Frequent walking and reaching; may be required to implement Crisis Prevention and Intervention Restraint.

**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 physical restraint, assisting nonambulatory 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.

*\*Required by Every Student Succeeds Act (ESSA) for aides who are providing instructional support in Title I, Part A program.*

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Printed Name \_\_\_\_\_ ID # \_\_\_\_\_ Campus \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_