

Pflugerville Independent School District - Job Description

Job Title/Position:	Educational Associate	Department/School:	Assigned Campus
Pay Information:	Clerical/Paraprofessional Compensation Plan	Supervised By:	Campus Principal
FLSA:	Non-Exempt	Date Revised:	January 2020

Primary Purpose:

Assist teachers in preparation and management of classroom and administrative activities. Provide support to students to maximize positive learning opportunities.

Minimum Qualifications (Experience/Education/Certification):

High School diploma or GED; At least 48 semester of college work, or a Paraprofessional Highly Qualified Certificate, or an Associate's degree or higher, and a valid Texas Paraprofessional Certificate (can obtain after hire).

Major Responsibilities:

1. Assist in a variety of areas at a campus (i.e. library, classrooms, adaptive physical education classrooms, special education classrooms, commons areas).
2. Work with individual students or small groups, assisting with academic and behavioral support.
3. Regularly inform the teacher of student progress and needs.
4. Assist with students' personal care (i.e. tube feeding, toileting, lifting/transferring students), as required.
5. Assist teachers/staff with grading/correcting homework and other assignments.
6. Record documentation and/or data for students, as requested.
7. Help teachers keep administrative records and prepare required reports.
8. Monitor student behavior; discipline students as necessary following the district Student Code of Conduct.
9. Operate audio-visual equipment as necessary.
10. Communicate effectively with students, staff, and stakeholders.
11. Maintain a safe and productive work area.
12. Maintain confidentiality.
13. Participate in staff development, faculty meetings, and events as needed.
14. Perform clerical duties as requested.
15. Follow Educator Code of Conduct & all policies, procedures, laws and state/federal regulations.
16. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of classroom management and child development techniques and principles
- Knowledge of all applicable federal, state, and local laws, guidelines and procedures
- Skill in working with linguistically and culturally diverse students
- Skill in working with students with disabilities
- Skill in working with various forms of educational technology including, but not limited to, personal computers
- Skill in working in collaborative team-based environments

Supervisory Responsibilities:

None

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Maintain emotional control under stress; biological exposure to bacteria and communicable diseases; regular heavy lifting of students; must be able to lift and/or carry at least 50 lbs independently and over 50 lbs with assistance.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____

Date: _____

Employee's Printed Name: _____