

Pflugerville Independent School District - Job Description

Job Title/Position:	Educational Associate, Functional Academics	Department/School:	Special Education
Pay Information:	Clerical/Paraprofessional Compensation Plan	Supervised By:	Campus Principal
FLSA:	Non-Exempt	Date Revised:	May 2025

Primary Purpose:

Assisting in the supervision and instruction of students with disabilities under the supervision of a certified teacher; observing and documenting student progress; implementing plans for instruction; providing clerical support to the teacher.

Qualifications (Education/Certification/Experience):

High School diploma or GED; at least 48 semester of college work, an Associate's degree or higher, or successful completion of highly qualified examination; two years related experience; valid Texas Paraprofessional Certificate (can obtain after hire); SAMA certification (can obtain after hire).

Major Responsibilities:

1. Assist in daily instructional and classroom support duties, including preparation of materials, support in adaptive physical education, and functional academic classrooms.
2. Assist with personal care, tube feeding, toileting, lifting/transferring, or physical containment of students, as needed.
3. Implement IEP academic, functional, and behavior plans under the direction of a certified teacher across a variety of instructional settings.
4. Adapt classroom activities, assignments, and/or materials under the direction of the teacher to support individualized learning and access to instruction.
5. Utilize SAMA-approved verbal de-escalation strategies and perform physical containment procedures when necessary, in alignment with training and district policy.
6. Collaborate with certified teachers and school-based therapists to support students with disabilities, including implementing IEP objectives, monitoring student progress, and providing feedback.
7. Monitor students receiving special education services to ensure a safe and positive learning environment (e.g., cafeteria, playground, hallways, special areas, field trips).
8. Participate in professional learning, staff meetings, and program-related workshops.
9. Maintain daily documentation on instruction, behavior, and student progress, including academic, adaptive, and behavioral data collection; complete clerical tasks as assigned.
10. Respond to emergency situations (e.g., behavior escalations, elopement, etc.) to support immediate safety and crisis intervention protocols.
11. Support students with augmentative and alternative communication (AAC) systems, assistive technology, and other adaptive equipment.
12. Support students in a variety of instructional settings.
13. Model and reinforce functional routines (e.g., hygiene, schedules, transitions, following directions) to promote student independence and skill generalization.
14. Prepare and organize individualized instructional materials, visual supports, schedules, and learning tools under teacher direction.
15. Maintain confidentiality of student records and information at all times, in accordance with FERPA and district guidelines.
16. Demonstrate flexibility, problem-solving, and responsiveness when working with students who have complex communication, behavior, or adaptive needs.
17. Effectively and efficiently follow instructions and complete tasks as assigned by supervising teacher and/or campus leadership.
18. Communicate professionally with students, staff, and stakeholders in a respectful and collaborative manner.
19. Follow the Educator Code of Conduct and all applicable district policies, procedures, state and federal regulations.
20. Perform other duties as assigned.

Special Knowledge/Skills:

- Willingness and ability to implement necessary skills for student success
- Ability to maintain confidentiality.
- Ability to work collaboratively with students, parents, and other staff
- Willingness to comply with federal, state, and local laws, guidelines and procedures
- Willingness to develop skills working with students who have linguistically and culturally diverse needs
- Ability to work effectively with students with special needs
- Physical ability to lift or contain students if needed
- General office equipment knowledge and skills
- Ability to follow an assigned schedule

Supervisory Responsibilities:

None

1. 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 squat and lift and/or carry at least 50 lbs independently and over 50 lbs with assistance. May need to sit on the floor, kneel, or crawl for various classroom activities.

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: _____

