Pflugerville Independent School District - Job Description

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

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.

Minimum Qualifications (Experience/Education/Certification):

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 a variety of areas at a campus, including but not limited to: helping teachers in preparation, adaptive physical education classrooms, and special education classroom.
2. Assist with personal care, tube feeding, toileting, lifting/transferring or physical containments of students.
3. Implement IEP academic and behavior plans for students in a variety of settings.
4. Adapt classroom activities, assignments, and/or materials under the direction of the teacher to provide an opportunity for all special education students to participate in classroom activities.
5. Provide SAMA verbal de-escalation techniques and/or physical containments as required.
6. Confer with certified teachers and school-based therapists on a regular basis to assist and instruct students with special needs, including: evaluating student progress; implementing IEP objectives; and/or implementing behavioral plans.
7. Monitor special education students to ensure a safe and positive learning environment (e.g. lunch, playground/outside, special areas, restroom, hallways, field trips).
8. Participate in meetings, program workshops, and seminars (e.g. in-service, training, special events, etc.) to convey and/or receive information about the program and/or program related activities.
9. Maintain daily documentation on instruction and/or behavior, collect data on student academic and behavioral progress, and perform clerical functions.
10. Respond to emergency situations (e.g. injured students, behavior escalations, fights, etc.) for resolving immediate safety concerns.
11. Assist students with augmentative communication devices and/or other adaptive equipment for effective access specialized instruction.
12. Effectively and efficiently follow instructions and complete tasks as assigned by supervising teacher and/or campus leadership.
13. Communicate effectively with students, staff, and stakeholders.
14. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
15. 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

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: _____