



SEGUIN INDEPENDENT SCHOOL DISTRICT

Job Description

JOB TITLE: SPED- Essential Academics Paraprofessional
REPORTS TO: Principal
DEPT/SCHOOL: Campus

WAGE/HOUR STATUS: Non-Exempt
PAY GRADE: Clerical (4)
DAYS EMPLOYED: 186
DATE REVISED: April 2025

PRIMARY PURPOSE:

Assist in the instruction and support of students in an Essential Academics classroom. Responsibilities include helping students with daily living tasks, social and communication skills, classroom activities, and behavior support under the direction of a certified teacher. Provide one-on-one or small-group assistance, ensure a safe and structured learning environment, and assist with documentation and data collection related to student progress and behavior. Collaborate with the teaching team to promote student independence and participation in both academic and functional routines.

QUALIFICATIONS:

Education/Certification:

- **Must apply for TEA Instructional Aid Certification**
- High school diploma or GED

Special Knowledge/Skills:

- Effective communication and interpersonal skills
- Ability to work well with children with special needs
- General knowledge of office equipment and other assistive technologies
- De-escalation experience

MAJOR RESPONSIBILITIES AND DUTIES:

- ❖ Assist the teacher in preparing instructional material and classroom displays.
- ❖ Assist with the administration and scoring of objective testing instruments or work assignments. ❖ Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
- ❖ Provide orientation and assistance to substitute teachers.
- ❖ Assist the teacher in keeping administrative records and preparing required reports.
- ❖ Keep the teacher informed of any special needs or problems of individual students.
- ❖ Uphold and enforce school rules, administrative regulations, and state and local board policy.
- ❖ Assist in supervising students throughout the school day.
- ❖ Assist in maintaining a neat and orderly classroom.
- ❖ Assist in inventory, care, and maintenance of equipment.
- ❖ Participate in staff development training programs, faculty meetings, and special events.
- ❖ Responsible for learning and adapting to each student's medical, physical, communicative and emotional needs.
- ❖ Toileting, grooming, self-care assistance.

- ❖ Regular exposure to noise.
- ❖ Report to work on time every day.
- ❖ Perform additional duties and accept other responsibilities as may be assigned.

TECHNOLOGY REQUIREMENTS:

- Uses copier, calculator, PC, mainframe, printer, fax machine, and/or any new
- Technology equipment and device as acquired by the district

WORKING CONDITIONS:

Mental Demands:

- Strong verbal and written communication skills
- Maintains emotional composure in high-stress situations
- Effective problem-solving and critical thinking abilities
- Demonstrates collaboration and teamwork with colleagues
- Capable of managing multiple tasks and projects within deadlines

Physical Demands and Environmental Factors:

- Ability to lift, carry, and transport instructional materials and supplies as needed for staff development and classroom support
- Ability to safely de-escalate student behaviors using approved intervention techniques
- Moderate standing, stooping, bending and lifting. Able to lift more than 40lbs. Ability to provide physical care assigned for student(s). Ability to perform physical restraint as needed following correct procedures.
- Other: Able to work outdoors in inclement weather (rain, cold, extreme heat, etc.)
- Other duties as assigned

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of paraprofessional personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Reviewed by _____ Date _____

Employee Signature _____ Date _____