



SEGUIN INDEPENDENT SCHOOL DISTRICT Job Description

JOB TITLE: Special Education Instructional
Paraprofessional

REPORTS TO: Principal
DEPT/SCHOOL: Campus

WAGE/HOUR STATUS: Non-Exempt

PAY GRADE: Clerical/Tech (2)

DAYS EMPLOYED: 186

DATE REVISED: April 2025

PRIMARY PURPOSE:

To support the academic and behavioral success of students with disabilities in inclusive classroom settings by assisting the certified special education and general education teachers with implementing accommodations, modifications, and instructional strategies. The inclusion paraprofessional fosters a positive learning environment by promoting student engagement, independence, and social interaction in accordance with each student's Individualized Education Program (IEP).

QUALIFICATIONS:

Education/Certification:

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

Experience:

- Experience working with applicable age students
- Experience working with students with special needs
- Successful experience working in an intervention setting as well as the classroom

Skills, Knowledge, & Abilities:

- Knowledge of and ability to implement:
 - basic instructional methods and techniques of basic subjects taught in school including but not limited to: math, grammar, spelling, language and reading, punctuation and vocabulary, and ability to assist with instructional and related activities in a learning environment.
 - safe practices in classroom, playground activities and health regulations
 - district policies, rules and regulations.
- Basic data collection skills
- Ability to effectively:
 - develop rapport and interact with students
 - communicate effectively orally and in writing
 - interact and collaborate with staff, students, and families in a professional manner
 - maintain confidentiality
 - work effectively, cooperatively and respectfully with staff, parents and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability

MAJOR RESPONSIBILITIES AND DUTIES:

- Assist in the implementation of instructional activities under the supervision of certified teachers.
- Support students in accessing the general education curriculum by providing appropriate accommodations and modifications.
- Reinforce learning concepts introduced by the teacher through guided practice and small group or one-on-one support.
- Monitor and document student progress, behavior, and participation to help guide instructional decisions.
- Provide behavioral support and use de-escalation techniques to maintain a safe and positive learning environment.
- Facilitate social interactions and peer relationships within the classroom setting.
- Assist with classroom organization, material preparation, and adapting instructional materials as needed.
- Promote student independence by encouraging self-advocacy and problem-solving.
- Maintain confidentiality and adhere to ethical and professional standards.
- Collaborate with special education and general education staff to support inclusive practices and the needs of individual students.

TECHNOLOGY REQUIREMENTS: Basic word processing and spreadsheet skills. Email management skills. Skill or the ability to learn data collection tools and programming.

WORKING CONDITIONS:

Mental Demands: Reading; ability to communicate effectively (verbally and written); maintain emotional control under stress to handle all types of behavior.

Physical Demands/Environment Factors: 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.)

EVALUATION:

All employee's performance will be evaluated at least annually in accordance with Board Policy on Evaluation of paraprofessional personnel. Evaluation is designed to improve the quality of instruction and employee performance which may affect employment recommendations.

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 _____