



Longview Independent School District

JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION - PPCD

JOB TITLE:	Instructional Assistant - PPCD Special Education	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director	TERMS:	187 Days
DEPARTMENT:	East Texas Montessori Prep Academy	PAY GRADE:	Paraprofessional 3

PRIMARY PURPOSE:

Assist the special education teacher to provide for the physical and instructional needs of students with disabilities in a special education setting; assist in the implementation of classroom programs, including self-help, behavior management, and instruction; work under the general supervision of the principal and the immediate direction of a certified teacher

QUALIFICATIONS:

Minimum Education/Certification:

Associate's degree (or 48 college credit hours), two years of study at an institution of higher learning, or have met formal academic assessment as required by the Every Student Succeeds Act (ESSA)

Valid Texas Educational Aide Certificate

Minimum Experience:

Two years experience working with children, educational environment, preferred

Special Knowledge and Skills:

- Ability to work well with children with disabilities
- Ability to follow verbal and written instructions
- Knowledge of general office equipment

MAJOR RESPONSIBILITIES AND DUTIES:

1. Uphold and enforce school rules, administrative regulations, and state and local board policy
2. Assist students with physical disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Provide personal care to include diapering and other essential needs, medical care, and feeding of students as stated in IEP
4. Assist in managing the behavior of students and crisis intervention, including restraining disruptive or dangerous physical behavior as needed
5. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs
6. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by the teacher
7. Assist in supervising students throughout the school day, both inside and outside the classroom, including lunchroom, bus duty, and playground
8. Keep the teacher informed of any special needs or problems of individual students
9. Assist the teacher in preparing instructional materials and classroom
10. Assist in maintaining a neat and orderly classroom
11. Assist in inventory, care, and maintenance of equipment
12. Assist the teacher in keeping administrative records and preparing required reports
13. Provide orientation and assistance to substitute teachers
14. Participate in staff development training programs, faculty meetings, and special events, as needed
15. Comply with district policies, as well as state and federal laws and regulations
16. Adhere to the district's safety policies and procedures
17. Maintain confidentiality in the conduct of district business



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

18. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
19. Demonstrate regular and prompt attendance
20. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Uses wheelchair lift, ramps, copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; reaching; move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (less than 15 pounds); occasional heavy lifting and carrying (45 pounds or over) and positioning of students with physical disabilities; controlling behavior through physical restraint; assisting non-ambulatory students and lifting and moving adaptive and other classroom equipment; exposure to sun, heat, cold and inclement weather; exposure to noise.



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EVALUATION:

Paraprofessional Evaluation

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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: APRIL, 2020