**Job Title:**  Paraprofessional Assisting Special Education

**Reports to:** Principal

**Assignment:**  Assigned Campus

**Wage/Hour Status:** Nonexempt, hourly

**Pay Grade:** $15.25-20.25 /hour (187 days)

**Revised:** 2024.4.3

**Terms of Employment:**

This FLSA non-exempt position (hourly) is on a work calendar of 187 days per school year. Pay is based on years of experience from the annually reviewed hourly salary schedule.

**Primary Purpose:**

Help the special education teacher provide for physical and instructional needs of students with disabilities in a special education setting. Behavioral intervention techniques and related experience is preferred. Assist in implementation of classroom programs, including self-help, behavior management, and instruction programs. Work under general supervision of the principal and immediate direction of a certified teacher.

**Education/Certification:**

* Have completed at least two years of study at an institution of higher education [defined as completion of 48 semester hours (or equivalent trimester hours) of college coursework or an applicable number of semester hours as defined by the institution of higher education attended, whichever is less; OR
* Have obtained an associate's (or higher) degree; OR
* Have met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment Knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; OR
* Knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics
* Valid Texas educational aide certificate preferred
* Behavioral interventionist experience preferred

**Experience:**

* Some experience working with children

**Special Knowledge/Skills:**

* Ability to work with children with disabilities
* Ability to follow verbal and written instructions
* Ability to communicate effectively
* Knowledge of general office equipment

**Major Responsibilities and Duties:**

(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

## Instructional Support

* Help teacher prepare instructional materials and classroom displays.
* Help maintain a neat and orderly classroom.
* Help with inventory, care, and maintenance of equipment.
* Help teacher keep administrative records and prepare required reports.
* Provide orientation and assistance to substitute teachers.

## Student Management

* Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.
* Assist students with physical needs and personal care, including feeding, bathroom needs, and personal hygiene.
* Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed. Intervening as appropriate to help adjust or modify the behavior of students.
* Assume responsibility for learning and adapting to each student’s special medical, physical, communicative, and emotional needs.
* Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by the teacher.
* Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.
* Keep teachers informed of special needs or problems of individual students.

## Other

* Maintain confidentiality.
* Participate in staff development training programs, faculty meetings, and special events as assigned.

**Supervisory Responsibilities:**

* None

**Working Conditions:**

* Mental Demands/Physical Demands/Environmental Factors:
* Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling; regular heavy lifting of students. Biological exposure to bacteria and communicable diseases.

Environment: May work prolonged or irregular hours.

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Working Conditions:

Tools/Equipment Used: Wheelchair lift, ramp, personal computer, copier, and audiovisual equipment.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional heavy lifting and carrying

Arlington Classics Academy does not discriminate on the basis of race, color, gender, religion, national origin, age, disability, or any other basis prohibited by law.

The statements above are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. Supervisors may assign additional duties when deemed appropriate. Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Printed Name Date

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Signature