

AUSTIN ISD

JOB DESCRIPTION

JOB TITLE:	SUMMER SCHOOL TEACHER ASSISTANT SPECIAL ED		FLSA STATUS:	NON-EXEMPT
PAY GRADE:	IS 4	DUTY DAYS:	DATE REVISED:	02/13/2025 HC
FUNDING SOURCE:	THIS POSITION IS FOR SUMMER SCHOOL ONLY.			

MINIMUM QUALIFICATIONS:

This position requires a minimum of 48 college hours or an Associates' degree or higher from an accredited college or university, or a high school diploma (or equivalent) and successful completion of the Austin Community College Para Educator Institute course, Region 13 Education Service Center Paraprofessional Program, a similarly approved program/course or a formal state or local academic assessment. Additionally, this position requires an Educational Aide certificate as required by the State of Texas and/or Austin ISD and some experience working with children. Fluency in English and Spanish is preferred. A minimum of one year of experience is required.

SKILL REQUIREMENTS:

This position requires basic understanding of subject areas to be taught and the ability to interact with and relate to children. Incumbent may be required to operate a variety of office equipment, including photocopiers, laminating machines, and audiovisual equipment. Employees in this position must be able to read, write and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students. This position requires familiarity with communication and behavior modification techniques, ability to teach students with disabilities, provide accommodations and modifications as identified in the students' IEP, and support the facilitation of learning in the classroom, while maintaining discipline

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for providing general assistance to teacher and students, either in a school or a program for special needs children. Incumbent must exercise judgment in handling student disciplinary problems and in assessing students' skill levels.

ESSENTIAL FUNCTIONS:

- Assist teacher in preparing instructional materials, classroom bulletins and other educational displays.
- Work closely with students and reinforce skills introduced by the teacher.
- Ability to work with students with physical, emotional and/or intellectual disabilities.
- Knowledge of educational behavioral strategies.
- Knowledge and ability to perform basic first aid techniques.
- Ability to follow oral and written directions and operate a variety of office equipment.
- Physically able to lift and manipulate students if needed.
- Tutor individual students (e.g., help them prepare assignments or explain material they do not understand); assist with independent study.

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- Monitor student behavior (e.g., during bus loading, on the playground, in the cafeteria and hallways, and when teacher is absent from classroom), discipline students, as necessary.
- Ensure that specific materials and supplies are ready for classroom use.
- Alert teacher of an individual child's special needs or problems.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Work is generally conducted in a classroom environment depending on course material or activities assigned (e.g., vocational material may be taught outdoors or in a machine shop environment, field trips and recess may require activities outdoor). This position may involve rare exposure to blood or body fluids. This position may involve physically lifting and manipulating students as needed. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position works under the general supervision of the campus principal.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:

Date: