

Employee Name: «Employee_Names»**Funding Source:** 199**Job Title:** R & R Classroom Aide**Wage/Hour Status:** Non-exempt**Supervisor:** Principal/Assigned Teacher/
Director of Sped**Pay Grade:** Para 03**Campus:** Assigned Campus**Revised:** September 2016**Primary Purpose:**

Assist in the implementation of special education students' Individual Educational Plans (IEP). Assist cooperating teachers in the preparation and management of the classroom activities and administrative requirements. Manage and monitor classroom and school activities. Work under the supervision of a certified teacher and/or special education counselor.

Qualifications:**Education/Certification**

High School Diploma / GED required

Special Knowledge/Skills:

Effective communication and interpersonal skills

Ability to work well with children

General knowledge of office equipment related to classroom instruction preparation

Preference will be given to applicants with the following qualifications:

Highly Qualified, NCLB standards

Educational Aide certification through Texas State Board of Education

Experience working with children and/or disabled adults

Bilingual English/Spanish

Computer skills

Non-Violent Crisis Intervention Training

Major Responsibilities and Duties:

- Demonstrate regular and prompt attendance
- Uphold and enforce school rules, administrative regulations, and state and local board policy
- Provide for the care and protection of school property
- Assist in inventory, care and maintenance of school property
- Demonstrate behavior that is professional, ethical, and responsible
- Comply with district policies, as well as state and federal laws and regulations
- Adhere to the district's safety policies and procedures
- Maintain confidentiality in the conduct of district business
- Support, instruct, accompany, and/or assist special education students in a variety of school settings as directed by supervising teacher/s
- Assist the teacher in preparation, use, and storage of instructional materials, classroom displays, bulletin boards, displays, centers, and media equipment
- Work with individual students or small groups in a variety of activities such as assignments, projects, social skills and computer programs as directed by the supervising teacher/s
- Assist with the provision of classroom accommodations as directed by supervising teachers
- Assist teachers with administrative records, required reports, creation of visuals, administrations and scoring of classroom assignments/assessments, student folders, and obtaining information regarding student progress

- Assist in the implementation and documentation of behavior plans as directed by the supervising teacher/s
- Monitor the safety of students
- Manage behavior of students, including intervening in crisis situations and restraining students when necessary
- Participate in staff development training programs and faculty meetings as directed by supervising teacher/counselor
- Participate in the district adopted non-violent crisis intervention training program
- Must be able to perform the essential functions of interacting with students and/or district employees in the specific work site assigned
- Must be able to work with a variety of disabling conditions, often simultaneously, such as emotionally disturbed, intellectual disability, learning disabled, and other health impaired
- Other duties as assigned

Equipment Used:

Computer, printer, copier, scanner, fax machine, telephone

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; Work with frequent interruptions; Ability to read and communicate effectively (verbal and written); Ability to interpret and follow policy and procedures; Occasional lifting and carrying moderate weight; Frequent walking, standing, stooping, bending, pulling, and pushing; Repetitive hand motions; Prolonged use of computer; Occasional district-wide travel; Frequent prolonged and irregular hours

(Employees with disabilities are protected by the Americans with Disabilities Act.)

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

All federally funded incumbents of this position must comply with time and effort reporting requirements through personnel activity reports or periodic certification, as appropriate.

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| Employee | Date |
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| Supervisor | Date |
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