

## Pflugerville Independent School District - Job Description

<b>Job Title/Position:</b>	Educational Associate, Job Coach	<b>Department/School:</b>	Special Education
<b>Pay Information:</b>	Clerical/Paraprofessional Salary Schedule	<b>Supervised By:</b>	Campus Principal & Transition Designee
<b>FLSA:</b>	Non-Exempt	<b>Date Revised:</b>	January 2020

### Primary Purpose:

Assisting in the supervision and instruction of students with disabilities under the supervision of a certified teacher; supporting and monitoring students at job sites and other work-related events.

### Minimum Qualifications (Experience/Education/Certification):

High School diploma or GED; at least 48 semester of college work, an Associate's degree or higher, or successful completion of highly qualified examination; valid Texas Paraprofessional Certificate (can obtain after hire); valid Texas Driver's License; two (2) years related experience; experience equivalent to 1 year of instruction directly related to supporting students/adults at work.

### Major Responsibilities:

1. Provide appropriate support to and monitor students in a variety of settings, including the classroom, commons areas, field, trips, and work sites.
2. Collect data on the functional capabilities of students in the classroom and at work.
3. Implement concrete strategies for learning job skills and implementing skills at job sites.
4. Monitor and report student progress to teacher.
5. Develop task analysis and modify job requirements to meet individual abilities.
6. Assist with communication between employer and student employee.
7. Safely transport students to jobsites using school vehicle.
8. Assist with personal care, tube feeding, toileting, lifting/transferring or physical containments of students.
9. Confer with certified teacher and school-based therapists on a regular basis to assist and instruct students with special needs, including: evaluating student progress; implementing IEP objectives; and/or implementing behavioral plans.
10. Participate in meetings, program workshops, and seminars (e.g. in-service, training, special events, etc.) to convey and/or receive information about the program and/or program related activities.
11. Maintain documentation on instruction and/or behavior, collect data on student academic and behavioral progress, and perform clerical functions.
12. Respond to emergency situations (e.g. injured students, behavior escalations, fights, etc.) for resolving immediate safety concerns.
13. Assist students with augmentative communication devices and/or other adaptive equipment for effective access specialized instruction.
14. Effectively and efficiently follow instructions and complete tasks as assigned by supervising teacher and/or campus leadership.
15. Communicate effectively with students, staff, and stakeholders.
16. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
17. Perform other duties as assigned.

### Special Knowledge/Skills:

- Knowledge of organization, communication and interpersonal skills
- Knowledge of techniques used in assisting special needs students
- Skill in working with a variety of students in varied situations
- Skill in coping with stressful situations

### Supervisory Responsibilities:

None

### Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Prolonged use of computer; work regularly requires work outside the normal work week; requires travel to various sites through the district, help with coordination of multiple projects, must be able to pull, pull, lift, and/or carry at least 50 pounds, exposure to uncooperative individuals, exposure to working around and with machinery having moving parts, work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, unpleasant odors, and/or loud noises.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee's Printed Name: \_\_\_\_\_