

## Pflugerville Independent School District - Job Description

<b>Job Title/Position:</b>	Educational Associate, Special Education	<b>Department/School:</b>	Assigned Campus
<b>Pay Information:</b>	Clerical/Paraprofessional Compensation Plan	<b>Supervised By:</b>	Campus Principal
<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; observing and documenting student progress; implementing plans for instruction; providing clerical support to the teacher.

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

High School diploma or GED; SAMA certification (can obtain after hire); At least 48 semester of college work, or an Associates degree or higher, or a valid Texas Paraprofessional Certificate (can obtain after hire). Two years related experience.

### Major Responsibilities:

1. Assist in a variety of areas at a campus. This includes but is not limited to: helping teachers in preparation, adaptive physical education classrooms, and special education classroom.
2. May assist with tube feeding, toileting, lifting/transferring or student containments.
3. Adapt classroom activities, assignments, and/or materials under the direction of the teacher for the purpose of providing an opportunity for all special education students to participate in classroom activities.
4. May provide SAMA verbal de-escalation techniques and/or physical containments as required.
5. Confer with certified teachers and therapists on a regular basis for the purpose of assisting and instructing students with special needs. This includes: evaluating student progress; implementing IEP objectives; and/or implementing behavioral plans.
6. Monitor students for the purpose of providing a safe and positive learning environment (e.g. lunch, playground/outside, special areas, restroom, hallways, CBIs).
7. Participate in meetings, program workshops, and seminars (e.g. in-service, training, special events, etc.) for the purpose of conveying and/or receiving information about the program and/or program related activities.
8. Maintain daily documentation on instruction and/or behavior, and performs clerical functions for the purpose of supporting the teacher.
9. Respond to emergency situations (e.g. injured students, behavior escalations, fights, etc.) for resolving immediate safety concerns.
10. Assist students with augmentative communication devices and/or other adaptive equipment in order for them to access specialized instruction.
11. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
12. Perform other duties as assigned.

### Special Knowledge/Skills:

- Willingness and ability to implement necessary skills for student success
- Ability to maintain confidentiality.
- Ability to work collaboratively with students, parents, and other staff
- Willingness to comply with federal, state, and local laws, guidelines and procedures
- Willingness to develop skills working with students who have linguistically and culturally diverse needs
- Ability to work effectively with students with special needs
- Physical ability to lift or contain students if needed
- General office equipment knowledge and skills
- Ability to follow an assigned schedule

### Supervisory Responsibilities:

None

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

Maintain emotional control under stress; biological exposure to bacteria and communicable diseases; regular heavy lifting of students; must be able to squat and lift and/or carry at least 50 lbs independently and over 50 lbs with assistance. May need to sit on the floor, kneel, or crawl for various classroom activities.

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: \_\_\_\_\_