

Elementary/JHHS Special Education/Life Skills Paraprofessional:

Primary Purpose:

Help special education teacher (elementary, junior high/high school, or life skills) provide for physical and instructional needs of students with disabilities in special education setting. Assist in implementation of classroom programs, including self-help, behavior management, and instructional programs. Work under general supervision of special programs director and campus principals. Work under immediate direction of certified special education teacher daily.

Qualifications: Education/Certification

High school diploma or GED

Associate's degree, two years of study at an institute of higher learning

Valid Texas educational aide certificate

Special Knowledge/Skills

Ability to work with children with disabilities

Ability to follow verbal and written instructions

Ability to communicate effectively

Experience

Experience working with children or experience in working with others on daily living skills and personal care

Major Responsibilities and Duties (these are intended only as illustration of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Instructional support, help teacher prepare instructional materials.
2. Help maintain a neat and orderly classroom.
3. Help with inventory, care, and maintenance of equipment.
4. Help teacher and special programs keep administrative records.
5. Provide orientation and assistance to substitute teachers.
6. Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.
7. Assist students with physical needs and personal care, including feeding, bathroom needs, and personal hygiene.
8. Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed.
9. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
10. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
11. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.
12. Keep teacher informed of special needs or problems of individual students.
13. Maintain confidentiality.

14. Participate in staff development training programs, faculty meetings, and special events as assigned.
15. Maintain a professional relationship with all colleagues, students, parents, and community members
16. Use effective communication skills to present information accurately and clearly
17. Participate in the district staff development program
18. Demonstrate interest and initiative in professional improvement
19. Demonstrate behavior that is professional, ethical, and responsible
20. Compile, maintain, and file all reports, records, and other documents required
21. Attend and participate in faculty meetings and serve on staff committees as required
22. Comply with district policies, as well as state and federal laws and regulation.
23. Adhere to the district's safety policies and procedures
24. Maintain confidentiality in the conduct of students and district business
25. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
26. Demonstrate regular and prompt attendance
27. Appropriate certifications for driving special education bus
28. Other duties as assigned
29. Supervisory Responsibilities: None

Equipment Used: Wheelchair lift, ramp, personal computer, copier, and audiovisual equipment. Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment, equipment specifically prescribed to students with disabilities

Working Conditions:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data.

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; may be required to lift and position students with physical disabilities; control behavior through physical restraint; assist non-ambulatory students.

Please send application and/or resume to:

Casey Swain, Special Education Director

Phone: 903-479-3872 E-mail: cswain@martinsmillisd.net