

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title: Assistant Special Ed Special Programs Center	Wage/Hour Status: Non-Exempt
Reports To: Principal Special Programs	Pay Range: 724
Dept./School: Guinn Special Programs Center	Date Revised: 3/22/2021

Primary Purpose:

Assist the campus staff in providing for the physical and instructional needs of the district's most vulnerable students with disabilities under the general supervision of the principal and the immediate direction of a certified teacher.

Qualifications:

Education/Certification:

High school diploma or equivalent

Valid Texas educational aide certificate (to be obtained during new hire process)

Special Knowledge/Skills:

Ability to assist in instructing reading, writing, and mathematics

Knowledge of trauma-informed and restorative practices

Ability to effectively establish and maintain two-way communication

Ability to assist in modeling Guinn's four pillars: Academic Integrity, Responsible Decision-Making, Social Awareness and Management, Social Awareness and Relationship Skills

Ability to work well with students who have unique needs

Ability to maintain flexibility as needed – including but not limited to placement within other programs at Guinn SPC (DAEP elementary, middle, and high school, as well as the academic transition program and the high school parent program)

Experience:

Experience working with at-risk students

Major Responsibilities and Duties:

Assist the teacher(s) in preparation of student work, workstations, and classroom displays

Assists with instructional activities under the direction of the special education team leader

Liaison between regular education and special education teacher(s) on student's IEP (Individual Education Plan), modifications and adaptations of curriculum for student(s) and student progress

Adjust on-the-spot instruction without immediate teacher directions when necessary and provide daily feedback to teacher on students' progress

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Assume responsibility for learning, adapting, and working through teacher direction regarding each student's special medical, physical, communicative and emotional needs

Assist students with physical disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning

Assist students with physical needs and personal care including feeding, bathroom needs, and personal hygiene

Assist the teacher in utilizing restorative practices to resolve conflict and teach accountability

Assist the teacher in applying social-emotional learning strategies and trauma-informed practices to increase student self-awareness and self-management

Assist in supervising students throughout the school day, both inside and outside the classroom, including lunchroom, bus duty, and playground

Assist in inventory, care, and maintenance of equipment

Provide orientation and assistance to substitute teachers

Participate in staff development training programs, faculty meetings, and special events, as needed

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Equipment Used:

Wheelchair lift, ramps, personal computer, copier, typewriter, and audio-visual equipment, general office equipment

Working Conditions:

Mental Demands:

Ability to communicate effectively (written and verbal); maintain emotional control under stress

Physical Demands/Environmental Factors:

Stooping, bending, kneeling, walking and reaching; exposure to extreme hot or cold temperatures; frequent use of computer and repetitive hand motions; occasional lifting of up to 50 pounds

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 03/22/2021

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my

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supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____