

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title: Assistant Classroom 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 teacher with the district's most vulnerable students in preparing, conducting, and managing classroom activities. Work under general supervision of the principal and immediate direction of a certified teacher.

Qualifications:

Education/Certification:

High school diploma or equivalent required

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:

Some experience working with at-risk students

Major Responsibilities and Duties:

Assist the teacher in preparing and planning the daily schedules and help execute the daily lesson plan

Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty

Work with individual students or small groups in curriculum activities assigned by the teacher

Assist with the administration and scoring of objective testing instruments or assignments

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- Assist in organizing games and supervising the playground, lead various recreational and physical activities
- Keep the teacher informed of any special needs or problems of individual students
- Assist the teacher with the development and maintenance of student performance portfolios
- Assist the teacher in creating a culture of high expectations
- Assist with the integration of culturally relevant and culturally sustaining pedagogies into district lesson plans
- Assist in inventory, care, and maintenance of equipment
- Assist the teacher in keeping administrative records and preparing required reports
- Participate in staff development training programs, staff meetings, and special events, as needed
- Provide assistance and support to substitute teachers
- 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
- Perform other functions that may be assigned by the Administration and/or supervisor
- Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor
- Follow attendance policy as assigned by supervisor

Equipment Used:

Standard office equipment including computer and copier

Working Conditions:

Mental Demands:

Ability to communicate effectively (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 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.

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

Employee Signature: _____ **Date:** _____