

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Assistant ECSE	Wage/Hour Status:	Non-Exempt
Reports To:	Campus Principal	Pay Range:	723
Dept./School:	Campus	Date Revised:	11/5/2020

Primary Purpose:

Responsible for assisting the ECSE Teacher in planning and implementing the learning activities in the classroom.

Qualifications:

Education/Certification:

High school diploma or equivalent (required)

Valid Texas educational aide certificate

Special Knowledge/Skills:

Proficient skills in typing and file maintenance

Effective communication and interpersonal skills

Experience:

Experience working with children

Major Responsibilities and Duties:

Assist the ECSE Teacher in:

Implementing the learning experiences of the identified children

Assessing and evaluating student learning through developmentally appropriate practices; anecdotal record entries/IEP records and portfolio samples

Providing a learning environment that is developmentally appropriate

Involving parents as volunteers and as partners in the teaching process

Maintaining updated data for each child

Maintaining discipline and management of the classroom

Serving on Self-Assessment and Advisory Committees when appropriate

Assist with special education housekeeping chores

Assist children in performing self-care tasks and in daily living skills

Job Title: Assistant ECSE

Participate in ARD meetings and home visits as needed for specific students

Implement tasks as outlined in a health plan given with training from health personnel

Assist with application and registration

Participate in daily planning sessions with the Head Start ECSE teacher

Assist with evening parent training meetings

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:

Computer, copier, laminator and adaptive equipment for students

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, kneeling, pushing and pulling; 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:** 11/5/2020

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.

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

Employee Signature: _____ **Date:** _____