

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Assistant PPCD Structured	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Campus Principal	<b>Pay Range:</b>	724
<b>Dept./School:</b>	Campus	<b>Date Revised:</b>	12/10/19

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**Primary Purpose:**

Responsible for assisting the PPCD 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

**Experience:**

Experience working with children

**Major Responsibilities and Duties:**

Assist the PPCD Teacher in:

Planning 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 files for each child

Maintaining discipline and management of the classroom

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

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

Participate in ARD meetings and home visits as needed for specific students (for Head Start)

Assist with application and registration (for Head Start)

Participate in daily planning sessions with the Head Start PPCD teacher (for Head Start)

Assist with evening parent training meetings (for Head Start)

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

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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 fax

**Working Conditions:**

**Mental Demands:**

Reading; 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; frequent lifting of up to 50 pounds

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**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:** 12-10-19

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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:** \_\_\_\_\_