

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Assistant PPCD	Wage/Hour Status:	Nonexempt
Reports To:	Campus Principal	Date Revised:	4/18/17
Dept./School:	Campus		

Primary Purpose:

Responsible for assisting the PPCD Teacher in planning and implementing the educational activities in the classroom.

Qualifications:

Education/Certification:

High school diploma or equivalent

Valid Texas educational aide certificate

Initial TB testing and ongoing participation in wellness screenings as required by the H.S. performance standards

Special Knowledge/Skills:

Proficient skills in typing and file maintenance

Effective communication and interpersonal skills

Experience:

Some experience working with students

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

Serving on Self-Assessment and Advisory Committees when appropriate

Assist with special education housekeeping chores

Job Title: Assistant PPCD

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

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

Assist with application and registration

Participate in daily planning sessions with the Head Start PPCD teacher

Assist with evening parent training meetings

Perform other duties as assigned by the PPCD teacher or Head Start Director

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

Follow attendance policy as assigned by supervisor

Equipment Used:

Computer, copier, laminator, fax

Working Conditions:

Mental Demands:

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

Physical Demands/Environmental Factors:

Work with frequent interruptions; lifting of up to 50 lbs. may be required; frequent standing; stooping; bending; kneeling; pushing and pulling; frequent use of computer and repetitive hand motions

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:** 04-18-17 _____

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:** _____