

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Assistant Special Ed	Wage/Hour Status:	Non-Exempt
Reports To:	Campus Principal	Pay Range:	723
Dept./School:	Campus	Date Revised:	05/08/19

Primary Purpose:

Support students served by special education under the direction of certified teachers.

Qualifications:

Education/Certification:

High school diploma or equivalent

Valid Texas educational aide certificate

Special Knowledge/Skills:

Effective communication and interpersonal skills

Effective organization and time management skills

Basic technology skills

Experience:

Experience working with students

Major Responsibilities and Duties:

Prepare student work, workstations, instructional materials and classroom displays as directed by the teacher

Assists with instructional activities as directed

Assists with data collection as requested

Provides for the personal care needs of appropriated students

Obtain and maintain annual Crisis Prevention Institute certification

Appropriately implement Crisis Prevention Institute strategies, include de-escalation techniques

Maintain confidentiality

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

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

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

Implement Behavior Instructional Plans in all settings throughout the school

Communicate with teacher/supervisor/administrator

Assist in inventory, care, and maintenance of equipment

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 superiors

Follow attendance policy as assigned by supervisor

Equipment Used:

Computer, copier, and student dedicated equipment and devices

Working Conditions:

Mental Demands:

Maintain emotional control under stress

Physical Demands/Environmental Factors:

Work with frequent interruptions; regular heavy lifting up to 50 pounds; frequent standing, stooping, bending, kneeling, pushing and pulling; implement CPI holds/restraints as needed.

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:** 05-08-2019

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:** _____