

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Assistant Special Ed Adult Transition	Wage/Hour Status:	Nonexempt
Reports to:	Director of Adult Transition Services	Pay Range:	724
Dept./School:	Special Education / Adult Transition Center	Date Revised	05/24/18

Primary Purpose:

To provide assistance to the students and teachers in the Adult Transition Services (ATS) program which provides instruction and support to students ages 18-22 as they increase skills and knowledge necessary for a successful transition into the world of work, the community and adult living environments.

Qualifications:

Education/Certification:

- High school diploma or equivalent
- Valid Texas educational aide certificate
- Valid Texas Driver's License
- Driving record that is insurable with Plano ISD's insurance carrier

Special Knowledge/Skills:

- Ability to work with young adult students
- Ability to communicate effectively orally and in writing with students, teachers, district staff, and business and/or community personnel
- Ability to assist in developing employment skills for students with various disabilities
- Ability to use or learn basic computer applications
- Ability to differentiate instruction for students with varying disabilities as directed by teachers

Experience:

- Experience working with individuals with disabilities (young adults preferred)

Major Responsibilities and Duties:

- Assist in supervising students throughout the school day, as well as before and after the instructional times, to maintain an environment in which students are motivated to perform well and are held accountable for completing assigned tasks
- Attend community and campus based activities and job training sites with students, directing them in the designated activities under the direction of the teacher
- Assist teachers with the implementation of transition and vocational goals
- Support students as they learn to use the public transportation system

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Assist with maintaining daily transportation options for students: maintaining Paratransit logs, fueling of district vans, etc.

Act as an effective liaison among staff, parents, and community

Participate in the management of student behavior in the community and on the job site

Assist in managing the behavior of students and crisis intervention, including restraining disruptive or dangerous physical behavior as needed

Assist students with physical needs and personal care including bathroom needs and personal hygiene

Assist students with physical disabilities according to their individualized needs, including transferring to and from wheelchairs, lifts, etc.

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

Assist the teacher in keeping administrative records and preparing required reports

Participate in staff development training programs, staff meetings, and special events, as requested

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

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the campus administrator and/or supervisor

Assume responsibility for the organization and operation of work within the area of supporting students and staff working with special education students following federal program guidelines as directed by the district and as specified in 34 Code of Regulations 300.209 (a)(1)

Equipment Used:

Plano ISD district van

Working Conditions:

Mental Demands:

Ability to maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent district-wide travel; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgment:

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:** 05/24/18

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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:** _____