

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Assistant Special Ed Bilingual	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports To:</b>	Campus Principal	<b>Date Revised:</b>	4/16/18
<b>Dept./School:</b>	Campus		

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**Primary Purpose:**

Assist the campus staff in providing for the physical and instructional needs of students with disabilities under the general supervision of the principal and the immediate direction of a certified teacher.

**Qualifications:**

**Education/Certification:**

High school diploma or equivalent  
Valid Texas educational aide certificate

**Special Knowledge/Skills:**

Ability to read and speak Spanish fluently  
Willing to be a positive team member  
Work well with children with disabilities

**Experience:**

Some experience working with students

**Major Responsibilities and Duties:**

Assist the teacher(s) in preparation of student work, workstations, and classroom displays

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

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

Assist students with physical disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning

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

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

**Job Title:** Assistant Special Education

Assist in supervising students throughout the school day, both inside and outside the classroom, including lunchroom, bus duty, and playground

Keep the teacher informed of any special needs or problems of individual students

Assist in inventory, care, and maintenance of equipment

Assist the teacher in keeping administrative records and preparing required reports

Provide orientation and assistance to substitute teachers

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 supervisor

Follow attendance policy as assigned by supervisor

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

**Equipment Used:**

Wheelchair lift, ramps, personal computer, copier, typewriter, and audio-visual equipment

**Working Conditions:**

**Mental Demands:**

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

**Physical Demands/Environmental Factors:**

Frequent skilled lifting up to 50 pounds (training provided); stretching exercises (training provided); percussion breathing treatments (training provided) delivered in conjunction with health services; frequent standing, stooping, bending, kneeling, pushing and pulling

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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:** 04-16-18

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