

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Assistant ECSE Assessment	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Special Education Coordinator	<b>Pay Range:</b>	731
<b>Dept./School:</b>	Special Education	<b>Date Revised:</b>	06/08/2020

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**Primary Purpose:**

Responsible for providing instructional assistance for students age 3-5 with disabilities.

**Qualifications:**

**Education/Certification:**

High school diploma or equivalent (required)

Valid Texas educational aide certificate

**Special Knowledge/Skills:**

Effective communication and interpersonal skills

Working knowledge of Microsoft Excel and Word

**Experience:**

Two years of experience working with children (preferred)

**Major Responsibilities and Duties:**

Serve as initial contact to parent inquiring about assessment for their child

Obtain information from the parent regarding the need for assessment

Schedule assessment with parents and PISD staff members

Obtain interpreters for assessment as needed

Monitor entrance and exit procedures for building where assessment team is located

Conduct vision and hearing screening of students

Maintain the cleanliness of the assessment room

Maintain database of students assessed by the preschool assessment team

Order and organize forms and office supplies as needed

Provide updated data to the receiving school principal

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

**Job Title:** Assistant ECSE Assessment

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 audiovisual equipment

**Working Conditions:**

**Mental Demands:**

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; occasional lifting of up to 50 pounds

**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:** 04/24/2020

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