

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title: INSPIRE Program Instructional Support Assistant Special Ed **Wage/Hour Status:** Non-Exempt

Reports To: Program Coordinator, INSPIRE Program

Pay Range: 731

Dept./School: INSPIRE Program

Date Revised: 06/01/19

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. The goal of the INSPIRE Program is to create a safe educational community where students with the most significant social, emotional, behavioral, and academic needs can stabilize to the degree that they are able to reintegrate back into the broader school community.

Qualifications:

Education/Certification:

High school diploma or equivalent (required)

Valid Texas educational aide certificate

CPI certification (preferred)

Special Knowledge/Skills:

Work well with children with disabilities who exhibit intensive behavior challenges

Effective communication and interpersonal skills

Knowledge of general office equipment

Experience:

Experience working with students or children with behavior challenges

Major Responsibilities and Duties:

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

Assists with instructional activities under the direction of the special education team leader, clinical support team, or program coordinator/administrator

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, behavior, social, and emotional needs

Implement program behavior protocols, IEPs, and Student Safety Plans with fidelity

Provide or supervise personal care services or medical care of students as directed by Teacher

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Obtain and maintain Crisis Prevention Institute (CPI) Texas Behavior Support Initiative (TBSI) training and participate as a member of the program Core Team

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

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

Assist in inventory, care, and maintenance of equipment

Provide orientation and assistance to substitute teachers

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

Assist in maintaining a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students

Promote social skills practice and feedback opportunities through the school day and across program settings

Assist program teaching staff with the collection, maintenance, graphing, and analysis of students' academic and behavior data to monitor and evaluate student progress, intervention effectiveness, or other necessary program documentation

Participate in after school debriefing as postvention for any program crisis events

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:

Personal computer, iPad/tablet, copier, typewriter, PE equipment, and audio-visual equipment

Working Conditions:

Mental Demands:

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

Physical Demands/Environmental Factors:

Occasional prolonged and irregular hours; work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing, and pulling; lifting up to 50 pounds; willing and able to restrain/hold/transport and utilize quick body movements as indicated in the Behavior Intervention Plan or district/program crisis protocols in the course of working with children with challenging behavior

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.

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Approved By: W. Noel McBee, Compensation Coordinator

Date: 06-01-19

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:
