

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Instructional Support Assistant Special Ed	Wage/Hour Status:	Nonexempt
Reports To:	Special Education Coordinator/BIS Team Lead	Pay Range:	731
Dept./School:	Assigned Campus	Date Revised:	7/2/19

Primary Purpose:

Behavioral Instructional Specialist Assistant works under the supervision of the Behavioral Instructional Team Lead to assist the team in supporting students with significant learning and behavioral challenges. Major responsibilities include making instructional materials, maintaining database of materials, and supporting team training activities by assisting with logistics/planning, material preparation, documentation of training, and delivery/pick-up of materials.

Qualifications:

Education/Certification:

High school diploma or equivalent required

Valid Texas driver's license

Special Knowledge/Skills:

Effective communication skill and interpersonal skills

Knowledge of Board Maker, Symbol Sticks, Microsoft Office, and Google Drive applications

Effective organization and time management skills

Experience:

Minimum of 3 years of working with students with significant educational needs preferred

Major Responsibilities and Duties:

Assist the BIS team in preparing and organizing materials (for example, visuals, social stories, handouts) for students, classrooms, and trainings

Assist BIS team in keeping databases for inventories of supplies/materials

Preparing purchase orders

Assist in entering and monitoring trainings and enrollment using district PDH software and reserving training locations

Organizational skills to manage team materials

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

Provide assistance and support to BIS team, IHPT, and staff at Shiloh

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

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

Follow attendance policy as assigned by supervisor

Equipment Used:

Standard office equipment including computer, copier, and laminators

Working Conditions:

Mental Demands:

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

Physical Demands/Environmental Factors:

Stooping, bending, kneeling, walking and reaching; 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:** 07-02-19

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:** _____