**Special Assignment Aide- EQ Elective Class**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Assigned Teacher and/or Principal

**Dept / Campus:** Assigned Campus and Level **Paygrade:** PP-2

**Wage/Hour Status:** Nonexempt **Date Revised:** July 21

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Assist in the implementation of classroom programs including self-help, behavior management, and instruction programs. Perform duties that are instructional in nature or deliver direct services to students. Work under general supervision of principal or certified teacher.

**QUALIFICATIONS:**

**Education/Certification:**

# High School Diploma or GED

Valid Texas educational aide certificate

Preferred Associate’s Degree, a minimum of 48 college hours, or pass equivalency test (Necessary for Highly Qualified Status)

**Special Knowledge/Skills:**

Ability to work well with children

Ability to work with children of disabilities

Ability to follow verbal and written instructions

Patient and calm demeanor with students and others

Ability to communicate effectively

Basic academic skills

**Experience:**

One year experience working with children in an instructional setting preferred

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assist in preparing instructional materials, classroom displays and instructional activities as needed.
2. Develop and implement lesson plans that fulfill the requirements of district’s curriculum as assigned.
3. Work with individual students or small groups to develop skills and conduct instructional exercises assigned by the teacher.
4. Observe students’ performance, and record relevant data to assess progress.
5. Assist with the administration and scoring of objective testing instruments or work assignments.
6. Supervise students in instructional setting, both inside and outside the classroom, including lunchroom, bus, and playground duty as required.
7. Keep the principal/teacher informed of any special needs or problems of individual students.
8. Assist in maintaining a neat and orderly classroom.
9. Assist in inventory, care, and maintenance of equipment.
10. Assist the principal/teacher in keeping administrative records and preparing required reports as needed.
11. Participate in staff development training programs, faculty meetings, and special events as needed.
12. Provide orientation and assistance to substitute teachers as needed.
13. Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed.
14. Assist in learning and adapting to each student’s special medical, physical, communicative, and emotional needs.
15. Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning if required.
16. Uphold and enforce school rules, administrative regulations, and state and local board policy.
17. Other duties as assigned based on the needs of our students/campus.

**EQUIPMENT USED:**

Copier, audiovisual equipment and computer, wheelchair lift, ramps, student medical equipment, other adaptive equipment

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands:**

Frequent standing; stooping; bending; kneeling; pushing and pulling; regular heavy lifting of students; biological exposure to bacteria and communicable diseases

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date