



Longview Independent School District

JOB DESCRIPTION

SPECIAL EDUCATION – COMMUNICATION AIDE

JOB TITLE:	Special Education - Communication Aide	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Principal and Teacher(s)	TERMS:	187 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	Clerical/Para 2

PRIMARY PURPOSE:

Help meet the physical and instructional needs of individual students with disabilities inside and outside classroom; assist with the implementation of Individual Education Plans (IEP), including self-help, behavior management, and instruction programs; work under general supervision of principal and immediate direction of certified teacher

QUALIFICATIONS:

Education/Certification:

High School diploma or GED
Forty-eight (48) hours of college credit required, or a paraprofessional certificate from the local regional service center

Special Knowledge/Skills:

- Ability to work with children with special needs, within a school setting, preferred
- Ability to follow verbal and written instructions
- Ability to communicate effectively
- Knowledge of general office equipment/computer

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist the teacher in presenting instructional materials
2. Assist with administration and scoring of objective testing instruments of work assignments
3. Help maintain neat and orderly classroom
4. Help meet the individual needs of the students, including transferring them to and from wheelchairs, lifting and positioning them, and signing or interpreting instructions for them



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

5. Help students take care of physical needs and personal care including feeding, bathroom needs, and personal hygiene
6. Help manage the behavior of assigned students; this includes intervening in crisis situations and restraining disruptive or student behavior as needed
7. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs
8. Work with assigned students or small groups to develop motor skills and conduct instructional exercises assigned by teacher
9. Assist assigned students throughout school day, inside and outside classroom; this includes lunchroom, bus, and playground duty
10. Keep teacher informed of special needs or problems of assigned students
11. Participate in professional development programs, faculty meetings, and special events as assigned
12. Participate in professional development programs, faculty meetings, and special events as assigned
13. Comply with district policies, as well as state and federal laws and regulations
14. Adhere to the district's safety policies and procedures
15. Maintain confidentiality in the conduct of district business
16. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
17. Demonstrate regular and prompt attendance
18. Other duties as assigned

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SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Wheelchair lift, ramp, copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours possible; biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION: Paraprofessional Evaluation

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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: July, 2013