



# Longview Independent School District

## JOB DESCRIPTION

# INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION/RESOURCE ROOM (ELEMENTARY)

<b>JOB TITLE:</b>	Instructional Assistant Special Education/ Resource Room (Elementary)	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Principal and Teacher(s)	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Assigned Campus	<b>PAY GRADE:</b>	Clerical/Par 1

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### PRIMARY PURPOSE:

Help special education teacher provide for instructional needs of students with academic and behavior challenges; assist in implementation of classroom and instruction programs; work under general supervision of principal, immediate direction of certified teacher, and collaboration with special education support staff

### QUALIFICATIONS:

#### Education/Certification:

High School diploma or GED; valid Texas educational aide certificate

#### Special Knowledge/Skills:

- Ability to work with children with academic and behavior challenges
- Ability to follow verbal and written instructions
- Ability to communicate effectively
- Knowledge of classroom technology
- Willing to be trained in Crisis Prevention Intervention Strategies

### MAJOR RESPONSIBILITIES AND DUTIES:

#### Instructional Support

1. Help teacher prepare instructional materials and classroom displays
2. Help maintain a neat and orderly classroom
3. Help teacher keep administrative records and prepare required reports
4. Provide orientation and assistance to substitute teachers



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Student Management

5. Help manage behavior of students; this includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed
6. Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning
7. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs
8. Work with individual students or small groups to develop appropriate interpersonal skills and conduct instructional exercises assigned by teacher
9. Help supervise students throughout the school day, inside and outside the classroom
10. Keep teacher informed of special needs or problems of individual students

#### Other

11. Participate in staff development training programs, faculty meetings, and special events as assigned
12. Comply with district policies, as well as state and federal laws and regulations
13. Adhere to the district's safety policies and procedures
14. Maintain confidentiality in the conduct of district business
15. 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)
16. Demonstrate regular and prompt attendance
17. 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/Environmental Factors:

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

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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: April, 2013**