



LA JOYA INDEPENDENT SCHOOL DISTRICT
201 East Expressway 83
La Joya, TX 78560

Job Title: Special Education Instructional Assistant/ Pre-school Program for Children with Disabilities (PPCD)

Wage/Hour Status: Non-Exempt

Reports to: Campus Principal/
Special Education Director

Pay Grade: Clerical/Paraprofessional Employee
Pay Grade 2
(\$15,184.40 - \$22,724.24)

Dept/School: Assigned Campus

Initiated Date: February 4, 2002

Revised Date: January 24, 2011

District Primary Purpose: To assist and promote La Joya ISD District in implementing a rigorous curriculum/instructional program that supports student success and achievement.

Department Primary Purpose: The major role of the instructional assistant is to assist the teacher with classroom instruction so that learning is maximized for all students. The PPCD assistant's purpose is to assist in the supervision, care, and instruction of special needs students (mildly to severely disabled) in the self contained classroom; observing and documenting student progress and/or behavior; implementing plans for instruction; and monitoring student behavior during non-classroom time.

Qualifications:

Education/Certification: High School Diploma or GED and 48-college hours or 2 years postsecondary education

Para-Professional Certificate (Process to State Board of Educator Certification (SBEC) when hired.)

Experience/Knowledge: None

Major Responsibilities and Duties:

1. Works cooperatively with teachers and other assistants as members of the "teaching team."
2. Assists student requiring daily care (e.g. toileting, diapering, feeding, etc) for the purpose of providing appropriate care and /or developing children's daily living activities and behavior skills
3. Provides direct instructional support to individual and/or groups of students and monitors ability to follow directions and behavior, or designated classes/activities with the student (s) as outlined in the IEP.

4. Implements recommended modifications and adaptations to the environment or materials as directed by the teacher (s), and assist staff in maintaining charts and other records related to student (s) progress.
5. Participates in daily planning sessions with teacher(s).
6. Reinforces concepts/skills that have been introduced by the teacher(s).
7. Provides corrective feedback and/or positive reinforcement to the students during guided practice activities.
8. Works with small groups of students or individual student on specific identified needs.
9. Helps with other classroom management activities such as procedures/routines, and materials preparation/organization.
10. Monitors students during assigned periods within a variety of school environments (e.g. restrooms, playground, hallways, bus loading zones, cafeteria, etc.) for the purpose of ensuring the safety and welfare of special education students.
11. Performs other instructionally related activities deemed appropriate by the teacher.
12. Maintain Confidentiality of all student information and all aspects of the Special Education Department.
13. Performs other duties as assigned by the Principal/Director.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written in English and Spanish), interpret policy and procedures, maintain emotional control under stress.

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pushing and pulling, regular heavy lifting of students. Biological exposure to bacteria and communicable diseases.

POSITION WORKING DAYS: 187 Days

DATE POSTED:

DEADLINE: Until Filled

All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. (www.lajoyaisd.com)

Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. (www.lajoyaisd.com)

I, _____, certify that the foregoing statements describe the general purpose and responsibilities assigned to this job. I understand the requirements and acknowledge that I have received a copy of this job description.

Employee Signature: _____

Date: _____