



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

**Job Title:** Special Education  
Instructional Assistant

**Wage/Hour Status:** Non-Exempt

**Reports to:** Campus Principal  
Special Education Director

**Pay Grade:** Clerical/Paraprofessional Employee  
Pay Grade 1  
(\$13,987.60 - \$20,869.20)

**Dept./School:** Assigned Campus

**Initiated Date:** June 25, 2001

**Revised Date:** January 10, 2011

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**District Primary Purpose:** To assist and promote La Joya ISD 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. It should be noted that some handicapped students have, as their educational goals objectives, which are developmental in nature. These include self-help skills, skills for independent living, and/or motor skills. Thus, these become focus of classroom instruction.

**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. Assist with those activities related to teaching self-help skills (i.e. feeding, bathing, etc.)
3. Assist with those students who are incapacitated to the point of being total dependent (i.e. dressing, changing soiled garments.)

4. Implements recommended modifications in teacher-directed activities.
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 student or individual students on specific identified needs (needs period).
9. Helps with other classroom management activities such as procedures/routines, and materials preparation/organization.
10. Performs other instructionally related activities deemed appropriate by the teacher.
11. Performs other duties as assigned.

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](http://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](http://www.lajoyaisd.com))*

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_