



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

Job Title:	Special Education iStation 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:	January 29, 2002
		Revised Date:	January 10, 2011

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: Assist all students and staff so that they can utilize existing technology to their full potential.

Qualifications:

Education/Certification: High School Diploma, GED, or Higher

Knowledge/Skills: Knowledge of computers, computer networks and other technology related equipment
Strong interpersonal skills, communication skills and organizational skills
Ability to work with students and teachers effectively
Proficient in the use of computer, printer, and earphones

Major Responsibilities and Duties:

1. Enroll students in the computer system with the appropriate student information as assigned by the content mastery teacher.
2. Assist in scheduling students into the iStation program.
3. Provide orientation for pupils in the use of the terminals.
4. Maintain an attractive, orderly laboratory.
5. Engage in activities, which promote communication between iStation Lab, teachers and administrators.

6. Assist in updating project data as directed by the content mastery teacher and special education supervisors.
7. Work under the direction of the content mastery teacher.
8. Greet students and take attendance.
9. Record student's daily scores on approved program documents.
10. Post scores weekly to provide progress notes to parents.
11. Supervise students coming to and leaving the lab.
12. Coordinate with content mastery teacher on a daily basis.
13. Assist students in identifying correct sequence of lessons.
14. Maintain accurate records on student folders.
15. Monitor the functioning of the equipment.
16. Request and record service calls when necessary.
17. Arrange and follow up on make-up sessions for pupils returning from absences.
18. Update daily reinforcement/motivation system, if appropriate.
19. Post rules.
20. Run and file the course reports.
21. Analyze the course reports (student's weaknesses, time on the terminals, etc.).
22. Distribute the course reports and discuss student's progress with the classroom teachers.
23. Provide teachers with student's work samples (mixed practice worksheets or select sample items from the teacher's handbook).
24. Take necessary actions when reports indicate problems.
25. Run and file gains reports.
26. Analyze gains reports.
27. Distribute gains reports and discuss students' progress with the content mastery teacher and special education supervisor.

28. Organize reward system (contest, charts, certificates, etc.).
29. Mark students' progress on the iStation gains chart.
30. Re-organize students' folders as needed.
31. Refine records in the computer system (add, drop, change).
32. Perform all other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbally and written); ability to operate computer; ability to fully understand the iStation program.

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer terminal, constantly monitoring student's work.

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)

Employee Signature: _____

Date: _____