

Spring Branch ISD Human Resources

Job Description

Special Education Teacher Assistant for Extended School Year 2018

Job Title:	Special Education Teacher Assistant
Reports To:	Campus Extended School Year Site Coordinator
Wage/Hour Status:	\$15.00 per hour
Days: These dates and times can change based on the needs of the students.	<p>General Times - These dates and times can change based on the needs of the students.</p> <p>Session I: June 18-June 28, 2018 Session II: July 16-July 26, 2018 Session III: July 30-Aug 2, 2018 M-TH 7:45- End times will vary</p> <p>Staff Development June 14, 2017 8:00-12:00 July 26, 2017 12:00-4:00 or Aug 2, 2017</p>
Date Revised:	1/19/18
Primary Purpose:	Responsible for assisting students and teachers implementing the instructional program and guidance of students identified as needing special education services.
Qualifications/Skills:	<p><u>Education/Certification:</u></p> <ul style="list-style-type: none">• Meet the district's qualification for a classroom teacher assistant• Minimum of 48 college hours or high school diploma/equivalent plus pass a District Highly Qualified Assessment.• Educational Aide Certification• MANDT Certification preferred• Currently employed by Spring Branch ISD. <p><u>Special Knowledge/Skills:</u></p> <ul style="list-style-type: none">• Excellent organizational, communication and interpersonal skills.• Physical capacity to lift, transfer and otherwise assist students with physical disabilities (e.g. ability to lift 50 lbs.)• Fluent in English (speaking and writing).• Physically assist students with behavioral disabilities.• Ability to work effectively with both adults and children.
Major Duties and Responsibilities:	<p><u>Instructional Strategies:</u></p> <ul style="list-style-type: none">• Assist in carrying out the instructional program under the supervision of the teaching personnel.• Assist in the preparation, use and maintenance of instructional materials and equipment.

- Follow teacher instruction and guidance.
- Adhere to the district's philosophy of instruction.
- Assist in implementing lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required.
- Assist in maintaining attendance, data, and progress reports.
- Assist in compiling student portfolios with evidence of ongoing progress.
- Assist in implementing students' IEP's.

Student Growth and Development:

- Be a positive role model for students and support the mission of school district.
- Assist with needs of students with physical disabilities.

Classroom Management and Organization:

- Assist in creating a classroom environment conducive to learning and appropriate for the physical, social and emotional development of students. Manage student behavior in accordance with Student Code of Conduct and student handbook
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities. Assist in the selection of books, equipment and other instructional materials.
- Attend required meetings and complete required reports.

Communication:

- Maintain a professional relationship with colleagues, students, parents and community members.
- Use effective communication skills to present information accurately and clearly.
- Collaborate with others to provide for learner needs.
- Consult with parents and other appropriate school personnel concerning each student's intellectual, academic social, emotional and physical development.

Professional Growth and Development:

- Participate in staff development activities to improve job-related skills. Keep informed of and comply with state, district and school regulations and policies for classroom teachers.
- Compile, maintain and file all physical and computerizes reports, records and other documents as required.
- Attend and participate in faculty meetings

	<p><u>Other:</u></p> <ul style="list-style-type: none"> • Perform other duties as assigned.
Supervisory Responsibilities:	None
Equipment Used:	Computer, copy machine, and audio visual machines Assistive Technology, Specialized Student Equipment.
Working Conditions:	<p><u>Mental Demands:</u></p> <ul style="list-style-type: none"> • Maintain emotional control under stress • Work with frequent interruptions <p><u>Physical Demands:</u></p> <ul style="list-style-type: none"> • Frequent standing, stooping, bending, pulling and pushing • Move small stacks of textbooks, media equipment, desk and other classroom equipment • Physical capacity to lift, transfer and otherwise assist students with physical disabilities (e.g. ability to lift 50 lbs.) • Physically assist students with behavioral disabilities • May require occasional extended hours
Special Language:	None
Procedure for Application	Applicants should submit application to their building principal for recommendation and then forward them to Leah Burris in the Special Education Department. All questions and submittals should be addressed to Leah Burris, Special Education Coordinator. West Support Center) Special Education, 2100 Shadowdale Houston, Texas 77043
Inquiries should be made to:	Human Resources Spring Branch ISD 955 Campbell Road Houston, TX 77024 Phone: 713-464-1511 Fax: 713-365-4879
Terms of Employment:	Schedule of workdays and salary set by the Spring Branch ISD Board of Trustees.

Spring Branch Independent School District is an Equal Opportunity Employer in compliance with Title IX and the Americans with Disabilities Act (ADA) of 1990 and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status or disability.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.