

**Roswell Independent School District
Job Description**

Job Title: EDUCATIONAL ASSISTANT LOW INCIDENCE CLASSROOMS (AUTISM, ED/BD, LIFE)

Reports To: PRINCIPAL/TEACHER

General Job Description:

To provide assistance in preparing our students socially and behaviorally to become positive, productive participants in their families, schools, and communities.

Essential Duties and Responsibilities:

1. Display a desire to work with students.
2. Work as a member of a team.
3. Maintain confidentiality with sensitive matters.
4. Communicate effectively both verbally and in writing.
5. Assist licensed personnel in school environment where individual differences are respected.
6. Respond to students as individuals.
7. Help maintain cohesiveness in school environment.
8. Assist with supplementary work for students and supervise independent study in the school environment.
9. Use current technology for behavioral management needs.
10. Assist licensed personnel with student discipline.
11. Assist in maintaining students' involvement in appropriate tasks.
12. Safely restrain students, as a last resort.
13. Provide assistance with individualized program materials.
14. Support student hygiene needs such as toileting or diapering.
15. Support and assist teachers and with teaching duties, including attendance records, typing, preparing instructional materials.
16. Reinforce appropriate behavior in accordance with teacher's plan and assist in classroom discipline and behavior management as developed by the IEP committee and school plan.
17. Assist teachers in guiding individual's, students, or group of students in daily activities, including monitoring personal hygiene, appropriate dress, eating habits, appropriate behavior, etc., in the school setting as well as in the community.
18. Administer to students with severe physical handicaps by lifting, feeding, cleaning, maintaining hygiene, and any other personal services that the student requires.
19. Supervise small groups of students in community settings.
20. Contribute to a positive school climate through use of praise, encouragement, and example.
21. Clean, disinfect, and maintain equipment and supplies.
22. Stay up-to-date professionally through the selection of quality staff development opportunities for personal growth.
23. Research district policy, precedent, and current practices prior to taking action.
24. Assist in Functional Analysis of Behavior.
25. Facilitate communication among Behavior Management Team (teacher, Principal, Parents).
26. Implement Individual Behavior Management Plans.
27. Exhibit skills needed to de-escalate a volatile situation.
28. Establish collaborative understanding of specific job responsibilities at assigned sites.
29. Understand discipline parameters of IDEA-'97.
30. Report dangerous student behaviors to immediate supervisor.
31. Assist in integrating all students into ALL activities.
32. Maintain required individual student documentation.
33. Guide independent study, enrichment and/or remedial work setup by the teacher(s).
34. Participate in Professional Development opportunities.
35. Contribute to the welfare and effectiveness of the classroom (s), the school, and the district by adhering to high standards of performance and interpersonal relationships.

EDUCATIONAL ASSISTANT LOW INCIDENCE CLASSROOMS (AUTISM, ED/BD, LIFE) (CONT'D)

- 36. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
- 37. Report to work on time and work no less than 7 hours per day.
- 38. Work independently with very little supervision.
- 39. May be required to perform other related duties/functions as assigned by your supervisor.

Supervisory Responsibilities:

None

Qualifications:

- 1. High School diploma or GED
- 2. Educational Aide II Certification.
- 3. Valid Drivers' license and Car Insurance (if traveling from site to site)
- 4. 48 College hours or passing score on Paraprofessional Exam.

Special Knowledge/Skills:

- 1. Knowledge of ABA Strategies.
- 2. Effective communication and interpersonal skills.
- 3. Ability to work well with children.
- 4. Patience, tolerance, and flexibility.
- 5. Knowledge of general office equipment.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date