

# Fort Worth Independent School District

## Job Description

<b>Title</b>	Program Assistant - Special Education (Rosemont MS)
<b>Building/Campus</b>	#057 Rosemont MS
<b>Duty Days</b>	183
<b>Req #</b>	11411 - 1
<b>Pay Grade</b>	S06
<b>Salary: From</b>	22,951.00
<b>Salary: To</b>	28,670.00
<b>General Summary</b>	Provide direct instruction to eligible special education students in academic programs under the general guidance of a certified teacher.
<b>Job Duties</b>	<ul style="list-style-type: none"><li>· Provide individualized instruction in one or more of the following academic areas: math, science, social studies, and language arts.</li><li>· Reinforce academic or developmental skills requiring extensive repetition.</li><li>· Provide drill and practice on newly acquired skills.</li><li>· Plan jointly with regular education and special education teachers to insure appropriate implementation of student Individual Education Plans (IEP).</li><li>· Establish and maintain standards of student behavior.</li><li>· Provide an orderly and productive learning environment.</li><li>· Develop resources to enhance and supplement instruction.</li><li>· Observe and record student progress.</li><li>· Maintain a positive and cooperative attitude with other professional personnel.</li><li>· Help teacher keep administrative records and prepare required reports.</li><li>· Participate in staff development training programs to improve job performance.</li><li>· Provide orientation and assistance to substitute teachers.</li><li>· Keep teacher informed of special needs or problems of individual students.</li><li>· Perform other job related duties as assigned.</li></ul>
<b>Job Qualifications</b>	<ul style="list-style-type: none"><li>· Associate's degree or sixty (60) semester hours of college credit with emphasis on a major academic area (i.e., English, language arts, psychology, mathematics, sciences, social sciences).</li><li>· Valid Texas Educational Aide III Certification.</li><li>· Experience in working with special populations preferred.</li><li>· Ability to:<ul style="list-style-type: none"><li>· operate personal computers and utilize applicable software applications.</li><li>· assist in instructing reading, writing, and mathematics (functional life skills).</li><li>· work well with children.</li><li>· work with students with physical, emotional, educational and/or intellectual disabilities.</li><li>· cope with a variety of students in varied and sometimes stressful situations.</li><li>· communicate effectively.</li></ul></li><li>· Knowledge of:<ul style="list-style-type: none"><li>· the District's policies and procedures.</li><li>· classroom techniques and etiquette.</li><li>· correct English usage, grammar, spelling, punctuation, and vocabulary.</li><li>· interpersonal skills using tact, patience and courtesy.</li></ul></li></ul>
<b>Application Requirements</b>	Must complete an online application and attach a resume. Two job related reference letters required if hired. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocated through an approved agency. <a href="#">(Click here for equivocation list)</a>
<b>Additional Job Information</b>	<b><u>PHYSICAL JOB REQUIREMENTS</u></b>  <b>PHYSICAL DEMANDS REFERENCE</b> Occasionally (0-33% of day, 0-32 repetitions) Frequently (34-66% of day, 33-200 repetitions)

Constantly (67-100% of day, >200+ repetitions)

**PHYSICAL DEMANDS**

Exerting 20 to 50 pounds of force or greater occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

**ENVIRONMENTAL CONDITIONS**

Unusual working conditions exist because of working with children with disabilities. Indoors, 90% in controlled environment, 10 % exposed to weather elements when driving.

A detailed list of physical job requirements is available from the Compensation Department.

These statements are intended to describe the general nature and level of work performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.