

Fort Worth Independent School District

Job Description

Title	Teacher Assistant III - BIC (Horizons Alternative)
Building/Campus	#041 Horizons Alternative Middle
Duty Days	183
Req #	5990 - 1
Pay Grade	S05
Salary: From	21,121.00
Salary: To	26,383.00
General Summary	Provide assistance to the teacher in all phases of the educational process as well as meets the physical needs of students with disabilities within the context of a special education environment.
Job Duties	<ul style="list-style-type: none">· Assist teacher in material preparation and instruction of students, by providing one-to-one and/or group instruction; administering informal assessments; preparing worksheets, bulletin boards, tests, and charts, for students; assist in ordering materials and supplies and any materials needed for instruction.· At the direction of the teacher gather and maintain data on students, e.g., take roll, check assignments, punch cards, etc; organize special education folders, gather and prepare ARD forms, contact parents to schedule ARD meetings; perform duties related to special paperwork for TEA (Texas Education Agency) compliance, and assist with any other record keeping duties.· Assist teachers in implementing the developmental, behavioral, and/or academic program.· Monitor special education students on school campus and in community settings, (e.g., accompanies special· Assist students physically, e.g., after appropriate training, perform designated medical health procedures prescribed by physician (catheterization, gastronomies, administer O, etc.); assists students with all physical functions (toileting, diapering, writing, eating, walking, sitting, standing) as needed; move and position students as directed by teacher and/or performs maintenance of buildings and grounds.· Attend in-service, faculty, and team meetings.· Performs other job related duties as assigned.
Job Qualifications	<p>Non-Title I</p> <ul style="list-style-type: none">· High School Diploma or GED· Valid Texas Educational Aide II certification· Experience working with youth preferred <p>Title I</p> <ul style="list-style-type: none">· Associates degree OR;· High School Diploma/GED + 48 college hours OR;· High School Diploma/GED + pass the Para Pro Assessment test + 2 years experience or 15 college hours OR;· High School Diploma/GED + complete the four day FWISD Human Resources workshop + 2 years experience or 15 college hours.· Valid Texas Education Aide II certification. (15 college hours or two years experience working with children.)· Experience working with youth preferred. <p>OTHER QUALIFICATIONS</p> <ul style="list-style-type: none">· Basic knowledge of educational and behavioral strategies.· Ability to:<ul style="list-style-type: none">· operate personal computers and utilize applicable software applications.· assist in implementing behavior plans and modeling appropriate classroom behavior.· cope with a variety of students in varied and sometimes stressful situations· lift students weighing in excess of 50 pounds distributed weight (when necessary).· work with students with physical, emotional, educational, and/or intellectual disabilities.· communicate effectively.· Knowledge of:<ul style="list-style-type: none">· the District's policies and procedures.· classroom techniques and etiquette.

Application Requirements

- correct English usage, grammar, spelling, punctuation, and vocabulary.
- interpersonal skills using tact, patience and courtesy.
- techniques used in assisting special needs students with personal hygiene.
- Boys Town Education Model preferred
- Crisis Prevention/Intervention preferred.

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.

[\(Click here for equivocation list\)](#)

Additional Job Information

PHYSICAL JOB REQUIREMENTS

PHYSICAL DEMANDS REFERENCE

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 100% in controlled environment. Hazard: students may be aggressive or volatile.

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.