

EMPLOYMENT BULLETIN

In compliance with Policy DC, you are requested to place this announcement on the bulletin board.

**SPECIAL EDUCATION ASSISTANT
ALL CAMPUSES**
(PLEASE SEE BELOW ON HOW TO APPLY)

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Degree (GED) required
- Completion of two years of study at a college or university of higher education and/or possess an Associate's Degree or higher from a college or university (**Required for Employment in Title I Schools**)
- One to three months related experience and/or training; or equivalent combination of education and experience
- Training in behavior management and restraint techniques as prescribed by the District
- Paraprofessional Certification as required by the State Board and the District
- Must be able to pass physical and drug test
- Must be able to lift 100 pounds with assistance

MAJOR PERFORMANCE RESPONSIBILITIES:

- Helps meet individual needs of students with disabilities by providing appropriate physical and academic support
- Transfers students to and from wheelchairs, lifts/positions, signs or interprets instructions for them
- Helps students take care of physical needs and personal care including feeding, bathroom needs and personal hygiene
- Assists assigned students throughout the school day, inside and outside the classroom - may include lunchroom, bus and playground duty
- Helps manage the behavior of assigned students
- Intervenes in crisis situations and, using approved techniques, physically restrains disruptive students as needed
- Conducts instructional exercises assigned by the teacher
- Assists in the implementation of modifications and accommodations for students with disabilities
- Provides support to students in various areas as directed by the teacher
- Helps teacher prepare instructional materials and classroom displays
- Helps maintain a neat and orderly classroom
- Helps with inventory, care and maintenance of equipment
- Helps teacher keep records and prepares required reports as directed by the teacher
- Performs other duties as may be assigned

TERMS OF EMPLOYMENT:

****For Special Education Assistant postings ONLY:** Internal applicants include active NEISD substitutes. However, in filling all vacancies, principals must consider permanent full-time/part-time employees first. If there is no qualified permanent part-time/full-time employee, with approval, the principal can recommend an active substitute applicant.

HOURLY: \$10.67-\$13.34 PAY GRADE: 12 WORK DAYS: 179

Internal Applicants: Submit a letter of intent with a resume to: Human Resources Classified Department, 8961 Tesoro Dr., Suite 200, San Antonio, TX 78217, or email the information to: GJohns12@neisd.net.

External Applicants: Please **DO NOT** submit a letter of intent and resume for **this particular position**. Complete an online Classified application at www.neisd.net. Only those persons meeting the minimum qualifications will be considered and contacted. Not all applicants will be interviewed.

This Position Remain Open Until Filled
AN EQUAL OPPORTUNITY EMPLOYER