Job Description
Burkburnett ISD

Special Ed Paraprofessional

Job Title: Special Education Paraprofessional

Wage/Hour Status: Nonexempt

Reports to: Principal and Teacher(s) Assigned

Date Revised: February 2024

Dept. /School: Assigned Campus

Primary Purpose:

Help meet physical and instructional needs of individual students with disabilities inside and outside classroom. Assist with the implementation of Individual Education Plans (IEP), including self-help, behavior management, and instruction programs. Work under general supervision of principal and immediate direction of certified teacher. Assist the teacher in the preparation and management of classroom and administrative requirements.

Qualifications:

Education/Certification:

High school diploma or hold a General Educational Development (GED) certificate
Have met formal academic assessment, associate's degree, or two years of study at an institution of higher learning*
Valid Texas educational aide certificate

Special Knowledge/Skills:

Ability to work with children with disabilities
Ability to follow verbal and written instructions
Ability to communicate effectively
Knowledge of general office equipment / technology

Experience:

Some working with children preferred

Major Responsibilities and Duties:

1. Participate in staff development training programs, faculty meetings, and special events, as needed.
2. Supervise classroom as needed.
3. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
4. Strictly adhere to confidentiality requirements regarding all matters pertaining to students, parents, parent communications, and /or classroom activities. Unless instructed otherwise by the supervising teacher, all parent communication must come directly from certified personnel.
5. Create a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of the students.
6. Use acceptable communication skills to present information accurately and clearly.

7. Assist assigned students with physical needs and personal care including feeding, bathroom needs, and personal hygiene.

Student Management

1. Help meet the individual needs of student(s) including transferring to and from wheelchairs; lifting and positioning; interpreting instructions; and assisting with physical needs and personal care such as feeding, bathroom needs, and personal hygiene.

2. Help manage the behavior of assigned student(s). This includes intervening in crisis situations and restraining disruptive or dangerous student as needed.

3. Recognize differences in student's special medical, physical, communicative, and emotional needs and adapt methods and interaction according.

4. Work with assigned student(s) or small groups to develop motor skills and conduct instructional exercises assigned by teacher.

5. Assist assigned students throughout school day, inside and outside classroom. This includes, but is not limited to lunchroom, bus, and the playground.

6. Keep teacher informed of special needs or problems of assigned student(s).

7. Maintain records on services provided to students and other academic, social, and behavioral data as needed.

8. Assis in bus transportation for students to ensure safety of students to / from the home setting.

9. Completes some for the charting for the IEP objectives or individual sessions.

10. Implement behavior management techniques (reinforcing appropriate behavior in accordance with the teacher's plan, supervising, timeout, etc.)

11. Chart individual progress under the direction and supervision of the classroom instructor.

12. Implement prescribed behavior management techniques in accordance to BIP or teacher instruction.

Instructional Support

13. Help teacher prepare instructional materials and classroom displays.

14. Help maintain a neat and orderly classroom.

15. Help with inventory care, and maintenance of equipment.

16. Help teacher keep administrative records and prepare required reports.

17. Provide orientation and assistance to substitute teachers.

Other

18. Participate in professional development programs, faculty meetings, and special events as assigned.

19. Follow district safety protocols and emergency procedures.

20. Maintain regular attendance expectations.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment; other specialized and adaptive equipment used by students

Posture: Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking and reaching

Lifting: Frequent light lifting and carrying (less than 15 pounds); Occasional heavy lifting (45 pounds or over) and positioning or students with physical disabilities, controlling behavior through physical restraint, assisting nonambulatory students, and lifting and moving adaptive and other classroom equipment

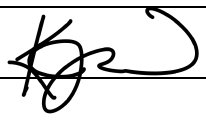
Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; exposure to biological hazards (bacteria, communicable diseases)

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

**Required by Every Student Succeeds Act (ESSA) for aides who are providing instructional support in Title I, Part A program.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by _____ Date _____

Approved by  Date 07/09/2025