



LAGO VISTA ISD VACANCY ANNOUNCEMENT FORM

An Equal Opportunity Employer

Date: 01/28/10

Position Title: Special Education Paraprofessional

Location: Lago Vista Elementary School

Salary Range: Per District Salary Schedule/Grant Funded Position

Length of Work Year: 187 days

Position Summary

Help special education teacher and regular classroom teacher provide for physical and instructional needs of students with disabilities in the student's educational setting. Assist in implementation of classroom programs, including self-help, behavior management, and instruction programs. Work under general supervision of principal and immediate direction of certified teacher.

Qualifications:

Education/Certification:

A secondary school diploma or its recognized equivalent, and one of the following:

- Has completed at least two years of student at an institution of higher education; or,
- Has obtained an associate's (or higher) degree; or
- Has met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment of knowledge of and the ability to assist in instructing reading, writing, and mathematics.

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

Experience:

Some experience working with children



LAGO VISTA ISD VACANCY ANNOUNCEMENT FORM

Major Responsibilities and Duties:

INSTRUCTIONAL SUPPORT

1. Help teacher prepare instructional materials and classroom displays.
2. Help maintain a neat and orderly classroom.
3. Help with inventory, care, and maintenance of equipment.
4. Help teacher keep administrative records and prepare required reports.
5. Provide orientation and assistance to substitute teachers.

STUDENT MANAGEMENT

6. Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.
7. Assist students with physical needs and personal care, including feeding, bathroom needs, and personal hygiene.
8. Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed.
9. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
10. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
11. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.
12. Keep teacher informed of special needs or problems of individual students.

OTHER

13. Maintain confidentiality.
14. Participate in staff development training programs, faculty meetings, and special events as assigned.
15. Providing district transportation, when appropriate, for students to receive needed services.

Supervisory Responsibilities:

None.

Equipment Used:

Wheelchair lift, ramp, personal computer, copier, and audiovisual equipment.



LAGO VISTA ISD VACANCY ANNOUNCEMENT FORM

How to Apply:

Download the Support/Paraprofessional application from the LVISD web site and submit to:

LVISD Administration Building

P.O. Box 4929

Lago Vista, TX 78645

For questions, call 267-8300