

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Aide, Stronger Connections		Assigned Campus	MTSS Behavior Specialist (programmatic) Director of MTSS (evaluation)	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	3	187	Non-Exempt	June 2024

Primary Purpose:

Assist teacher, case manager and principal in providing positive behavioral support and interventions.
Assist teacher in management of classroom activities.

Qualification Guidelines:

Education/Certifications:

Must have a high school diploma or GED equivalent
Must obtain Educational Aide Certification if have less than 30 hours of college credit

Experience:

Working in a fast-paced environment.
Be able to manage multiple projects needs at all times
Be able to communicate with professionalism and have adequate knowledge of community resources

Special Knowledge/Skills/Abilities:

Ability to work well with children who are experiencing behavioral challenges
Ability to adjust to flexible working assignment on the campus on a daily basis as needed
Strong communication and interpersonal skills
Additional training will be required upon hiring

Supervisory Responsibilities:

None

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)
Environment: May work prolonged or irregular hours; frequent districtwide and statewide travel
Mental Demands: Work with frequent interruptions; maintain emotional control under stress; communicate effectively and professionally at all times

Major Responsibilities and Duties:

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

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1. Work with the classroom teacher and campus administrators to create and maintain an orderly and highly structured classroom environment.
2. Assist with instructional activities as assigned by the teacher, case manager or Stronger Connections Grant Specialist.
3. Work with individual students or small groups with a primary focus on providing behavioral support to increase student learning.
4. Implement behavior action plans with fidelity.
5. Track student performance data (academic, attendance and behavioral).
6. Provide student supervision throughout the school day, inside and outside classroom which may include lunchroom, bus, and playground duty.
7. Communicate students' level of mastery to campus staff and participate in planning sessions as needed.
8. Participate in staff development training programs as necessary to support student learning.
9. Assist the teacher in creating a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
10. Manage student behavior in accordance with Student Code of Conduct and Student Handbook.
11. When necessary, utilize approved physical restraint methods to protect students and staff from harm.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Demonstrate self-control and exhibit a growth mindset.
14. Be a positive role model for students, support mission of school district.
15. Participate in faculty meetings and special events as assigned.
16. Maintain confidentiality.
17. Follow district safety protocols and emergency procedures.
18. Perform all other duties as assigned.

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