

ISD 4248 - T.R.U.T.H. Preparatory Academy

Developing service leaders through academic excellence

Job Description

Job Title: Scholar Advocate (Paraprofessional)
Department: Scholar Support Services
Reports To: Scholar Support Supervisor
Date Written: February 12, 2017
Work Year: Per Contract
 Exempt Non-Exempt

Non-exempt employees receive overtime pay; exempt do not.

Position Summary

In general, this description explains the normal duties that teacher assistants will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the job. Scholar Advocates work under the overall supervision of the Chief Academic Officer with direct supervision provided by classroom teacher and Special Education Supervisor. They are employed when required to implement special education or related services for a class and/or to provide direct assistance to scholars. Their duties will vary depending upon the age of scholars served as well as the nature and severity of the scholar's disabilities.

Primary Job Functions

Teaching and Learning

1. Assist in the educational and social development of scholars under the direction and guidance of the facilitator and classroom teachers.
2. Assist in the implementation of Individual Education Plans for the scholars and monitor their progress.
3. Provide support for individual scholars inside and outside the classroom to enable them to fully participate in activities.
4. Work with other professionals, such as speech therapist, social worker, occupational and physical therapists.
5. Assist classroom teachers with maintaining scholar records.
6. Support scholars with emotional or behavior concerns and assist them in developing appropriate social skills.

Administrative

1. Assist in the preparation and display of scholar work.
2. Assist classroom teachers with copying items to support teaching.
3. Other duties as assigned.

JOB SPECIFICATIONS

(EDUCATION, LICENSE, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES):

Required:

1. Be at least 18 years of age

2. Have a high school diploma
3. Be capable of physically assisting scholars with specials needs as required
4. (positioning, lifting, transferring, restraining, etc.)
5. Have demonstrated ability to work effectively under the direction of others
6. Have demonstrated ability to work cooperatively with others
7. Have willingness to assume any responsibilities appropriate for the position
8. Support the Mission and Vision of the district
9. Behave and speak in a professional manner at all times
10. Set a good example in terms of dress, punctuality, and attendance
11. Attend staff and team meetings
12. Be proactive in matters relating to health and safety