



**ROCKWALL INDEPENDENT SCHOOL DISTRICT**  
**Network Engineer**  
**Employee Job Description**

<b>JOB TITLE:</b>	Network Engineer	<b>WAGE/HOUR STATUS:</b>	
<b>REPORTS TO:</b>	Director of Technology Infrastructure	<b>PAY GRADE:</b>	AM 2
<b>DEPARTMENT:</b>	Technology Services	<b>DATE REVISED:</b>	08/30/18

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**Primary Purpose:** Focused on the complete support, provisioning, installation/configuration, operation, and maintenance of the District's Network. Be part of the infrastructure team supporting the core applications deployed by the district, and will participate in technical research, support and development of these systems to enable continuing innovation within the district's infrastructure.

## Qualifications

### Education/Certification

Bachelor's degree in information technology, computer science or related field (Preferred not required)

Minimum of 4 year's IT Network experience

### Special Knowledge/Skills

Good written and oral communication skills; good interpersonal skills

Ability to conduct research into enterprise application issues and products as required

Highly self-motivated and directed, with keen attention to detail

Proven analytical and problem-solving abilities

Ability to effectively prioritize tasks

Experience working in a team-oriented, collaborative environment

## Major Responsibilities and Duties

1. Prepare plans for development, maintenance, and documentation of Data Center according to present and future requirements.
2. Monitor all software and hardware products and ensure compliance to enterprise standards and systems.
3. Design and implement new network solutions and/or improving the efficiency of current networks.
4. Install and support district switches, access points and other essential network components.
5. Configure network switches including assigning IP ranges, routing, and configuring vlans.
6. Install and configure Wi-Fi access point including cabling, physical installation and dashboard configuration.

7. Monitor District-wide network to ensure security and availability to specific users.
8. Help develop, maintain, and monitor network switches. Develop procedures for backing up network switch configuration files.
9. Analyze and isolate network issues such as loops, routing problems and vlan tagging inconsistencies.
10. Maximize network performance through ongoing monitoring and troubleshooting.
11. Evaluate and modify network performance.
12. Identify and report network scalable needs to meet district long term requirements.
13. Provide support as needed during network outage and projects as directed by supervisor.
14. Be available to provide support 24/7 on-call schedule for a minimum of one week per month.
15. Perform daily data center on call checklist.
16. Manage scheduled upgrades.
17. Investigate faults in the network.
18. Update network equipment to the latest firmware releases.
19. Report network status to key stakeholders.
20. Perform other tasks and duties as assigned.

**Supervisory Responsibilities:** None.

**Mental Demands/Physical Demands/Environmental Factors:**

Tools/Equipment Used: Hand tools and test instruments for electronic repairs and cable installations; personal computers and peripherals

Posture: Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting

Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching

Lifting: Moderate lifting and carrying (up to 44 pounds)

Environment: Occasional prolonged and irregular hours; occasional districtwide travel; May be required to be on-call

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

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**ROCKWALL INDEPENDENT SCHOOL DISTRICT**  
**Employee Job Description**  
**Child Nutrition Worker II**

**JOB TITLE:** Child Nutrition Worker II

**WAGE/HOUR STATUS:** Non-Exempt

**REPORTS TO:** Child Nutrition Manager

**PAY GRADE:** AUX 2

**DEPARTMENT:** Child Nutrition

**DATE REVISED:** June 2019

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**PRIMARY PURPOSE:** Assist the Child Nutrition Manager in a lead role with the oversight of daily operations and functions in assigned cafeteria. Maintain high standards of quality in food production, sanitation and safety practices. Be courteous to students, staff and other customers.

**QUALIFICATIONS:**

**Education/Certification:**

High School diploma or GED preferred

State Food Manager's certificate preferred or must obtain during the first 6 months of employment and retain certification as required

TASN Level I certification preferred or must obtain within 1 year, and TASN Level II certification within 3 years.

**Special Knowledge/Skills:**

Able to understand written and oral instructions for food preparation and sanitation

Able to communicate and interact with customers and staff in a professional manner

Able to attend classes, additional training to upgrade skills

Obtain certification to become a manager

Ability to follow directions and plan work, produce foods in allotted time

Working knowledge of kitchen equipment, food production, sanitation and safety

Computer literate

**Experience:**

Minimum of one year in a school kitchen or similar work experience preferred

Experience in many aspects of food service operations preferred

Supervisory experience preferred

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Open and close kitchen on a daily basis as needed or assigned by Manager.
2. Assist Manager in accurately completing all daily paper work, including but not limited to production records, inventories, financial papers, and food and supply orders.
3. Assure safety and food sanitation policies and that all kitchen employees follow procedures.
4. Responsible for daily food production of breakfast and lunch; quality products according to standardized recipes; proper temperatures; food presentation; portion control; garnishing.

5. Assist Manager with daily supervision of personnel, including enforcement of department policies and procedures.
6. Maintain personal appearance, hygiene and cleanliness in work habits.
7. Promote teamwork and customer service with staff and customers.
8. Assist with care, cleaning and storage of food items and supplies and maintain a clean and organized kitchen and office.
9. Care for and use equipment in a safe and efficient manner.
10. Handle money and cashier functions accurately.
11. Assist in receiving and ordering food and supplies as needed.
12. Perform other tasks and duties as assigned.

**Supervisory Responsibilities:** As assigned by Manager or Supervisor.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting, walking

**Motion:** Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

**Lifting:** Frequent moderate lifting and carrying (20-30 pounds)

**Environment:** Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress. Understand verbal and written instructions. Basic math functions. Communicate effectively with staff. Adhere to time deadlines, fast-paced schedules.

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**ROCKWALL INDEPENDENT SCHOOL DISTRICT**  
**Bus Driver**  
**Employee Job Description**

**Job Title:** Bus Driver **Wage/Status:** Nonexempt – 174 days  
**Reports to:** Operations Manager/Operations Supervisor **Job Grade:** AUX 5  
**Department:** Operations **Date Revised:** March 2019

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**Primary Purpose:**

Operate school bus and related equipment to provide safe and orderly transportation of students and other authorized persons on assigned route and to and from other designated locations.

**Qualifications:**

**Education/Certification:**

Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements

Must hold a valid Texas School Bus Certification

**Special Knowledge/Skills:**

Must be 18 years of age

Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam

Ability to complete required bus driver safety training

Ability to follow written and verbal instructions

Ability to use maps and Global Positioning Systems (GPS) to follow routes and locate addresses

Ability to manage student behavior

Ability to communicate effectively with others

Ability to operate bus

**Experience:**

None

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Drive bus daily following assigned route and adhering to established schedules.
2. Drive bus to and from extracurricular activities.
3. Anticipate problems such as traffic, weather, road conditions, and schedule changes and make necessary adjustments to ensure student safety and reduce delays.
4. Perform pre- and post-trip inspections according to specifications to ensure bus can be operated safely and notify supervisor of needed repairs. Keep assigned bus clean and maintain appropriate level of fuel.
5. Report all accidents, vehicle damage, student injuries, and mechanical problems and complete required corresponding reports.
6. Instruct students on safe entering, exiting, and passenger rules and regulations. Supervise students while they board and leave the bus and cross the street.

7. Maintain discipline and use effective behavior management control over groups of students. Report student discipline problems to appropriate administrator and communicate with teachers and parents regarding student's behavior when warranted.
8. Perform emergency evacuation of students on bus when the situations warrants.
9. Observe all traffic laws and safety regulations for school buses.
10. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crow bar, and reflector.
11. Correct unsafe conditions in work area and promptly report conditions that are not immediately correctable to supervisor. Report any hazardous conditions along scheduled route.
12. Install snow chains during inclement weather.
13. Maintain safety certification.
14. Operate and monitor two-way radio equipment to communicate with transportation office and other drivers.
15. Complete and maintain accurate, up-to-date, and timely records and reports including but not limited to those related to bus mileage, gas and oil consumption, and number of passengers transported.
16. Perform other tasks and duties as assigned.

**Supervisory Responsibilities:**

None

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Operate school bus; two-way radio; global positioning system (GPS); safety equipment including but not limited to flares, reflective signs, and fire extinguisher

**Posture:** Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling

**Motion:** Prolonged driving; moderate walking; frequent climbing stairs, grasping/squeezing, wrist and shoulder flexion/extension, and reaching

**Lifting:** Limited light lifting and carrying (less than 15 pounds) on a daily basis

**Environment:** Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; work around moving vehicles; regularly work irregular hours, and occasionally work prolonged hours

**Mental Demands:** Maintain emotional control under stress

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**ROCKWALL INDEPENDENT SCHOOL DISTRICT**  
**Bus Monitor**  
**Employee Job Description**

**Job Title:** Bus Monitor **Wage/Status:** Nonexempt – 174 days  
**Reports to:** Operations Manager/Operations Supervisor **Job Grade:** AUX 2  
**Department:** Operations **Date Revised:** March 2019

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**Primary Purpose:**

Ride buses and help driver ensure safe and orderly transportation of students with disabilities.

**Qualifications:**

**Special Knowledge/Skills:**

Ability to understand and follow written or verbal instructions  
Ability to communicate effectively with others  
Ability to operate safety equipment and adaptive equipment  
Ability to manage student behavior  
Ability to work well with children with disabilities

**Experience:**

None

**Major Responsibilities and Duties:**

1. Assist students on and off the bus according to their individual needs including lifting and carrying students with disabilities.
2. Supervise students as they board and exit the bus and cross the street following established safety procedures.
3. Escort students into the building and deliver to their assigned destination.
4. Instruct students on safe entering, exiting, and riding rules and regulations.
5. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
6. Manage student behavior and report student discipline problems in a timely manner to appropriate administrator.
7. Communicate with teachers and parents regarding student behavior while on bus.
8. Complete and maintain accurate, updated, and timely records and reports including route sheet and daily non-notification forms.
9. Operate equipment according to established safety procedures. Make sure that seat belts, harnesses, or car seats are used correctly and help students use safety devices when needed.
10. Follow emergency procedures including evacuation of students as needed and assist driver to administer first aid, if necessary.

11. Follow established procedures and techniques to perform job duties including lifting and assisting students.
12. Become familiar with and follow procedures established by transportation and special education offices.
13. Assist driver keeping bus clean and performance of pre- and post-trip inspections.
14. Performs other tasks and duties as assigned.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

Tools/Equipment Used: **Specialized and adaptive equipment used by students**

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

**Motion:** Frequent walking and reaching

**Lifting:** Frequent heavy lifting (45 pounds or over) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting non-ambulatory students, and lifting and moving adaptive equipment

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise and vehicle fumes; exposure to biological hazards (bacteria, communicable diseases); work around vehicles and machinery with moving parts; may work irregular or prolonged hours

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

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**Rockwall**  
INDEPENDENT SCHOOL DISTRICT

**ROCKWALL INDEPENDENT SCHOOL DISTRICT**  
**Child Nutrition Worker I**  
**Employee Job Description**

**JOB TITLE:** Child Nutrition Worker I

**WAGE/HOUR STATUS:** Non-Exempt

**REPORTS TO:** Child Nutrition Manager

**PAY GRADE:** AUX 1

**DEPARTMENT:** Child Nutrition

**DATE REVISED:** March 2019

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**PRIMARY PURPOSE:** Prepare appropriate quantities of quality food to meet menu requirements. Maintain high standards of quality in food sanitation, and safety practices. Provide courteous service to students, staff and guests.

**QUALIFICATIONS:**

**Education/Certification:**

Ability to understand written and verbal instructions for food preparation and other work in the kitchen. Certified or working toward certification in safety and sanitation, TASN Level I.

**Special Knowledge/Skills:**

Working knowledge of kitchen equipment, food production, safety and sanitation rules.

Ability to coordinate and produce work in allotted time.

Ability to follow directions and plan work.

Must be able to attend classes to up-grade skills.

Ability to communicate and interact with customers.

**Experience:**

None; but Institutional food service experience is helpful.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Prepare quality food according to a planned menu of tested, standardized recipes.
2. Serve food according to meal schedules, portion size, department policies, and procedures.
3. Follow established procedures in safety and sanitation to insure standards in food handling, safety in work and reduction of accidents.
4. Assist with storage and care of food items and supplies. Maintain a clean and organized storage/work area.
5. Care for and use equipment in a safe and efficient manner.
6. Maintain personal appearance, hygiene, and cleanliness in work habits.
7. Promote teamwork and interaction with fellow staff members.
8. Handle and record cashier functions accurately.
9. Assist in recording food requisitions and request orders of necessary supplies.

10. Financial responsibility with food, supplies and money.
11. Participates in training sessions, workshops, conferences and/or certification classes.
12. Assist Campus manager with student and parent involvement.
13. Other duties as assigned by Manager, Supervisor, or Director.

**Supervisory Responsibilities:** None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

**Motion:** Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

**Lifting:** Frequent moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces.

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

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**ROCKWALL INDEPENDENT SCHOOL DISTRICT**  
**Employee Job Description**  
**Crossing Guard**

<b>Job Title:</b> Crossing Guard	<b>Employment Days:</b> Non-Exempt
<b>Reports to:</b> Director of Transportation	<b>Pay Grade:</b> AUX 2
<b>Department:</b> Transportation	<b>Date Revised:</b> March 2019

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**PRIMARY PURPOSE:** Support the transportation operations by providing safe and professional service to students crossing streets and roadways in the community. Promote pleasant, courteous and helpful attitude towards students, parents, campus personnel and general public at all times.

**QUALIFICATIONS:**

**Special Knowledge/Skills:**

- Ability to understand and follow written or verbal instructions
- Ability to communicate effectively with others
- Ability to operate safety equipment and adaptive equipment
- Ability to manage student behavior
- Ability to work well with children with disabilities

**Experience:**

None

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assist children and other community members to safely cross the street at assigned intersections during designated hours.
2. Identify potential traffic safety hazards and respond quickly to protect children and avoid incidents.
3. Ensure a smooth and expedient flow of both vehicular and foot traffic.
4. Follow and uphold district safety requirements and report traffic violations and student misconduct in accordance with district procedures.
5. Communicate safety and traffic rules to students and parents as needed.
6. Correct unsafe conditions when possible and report any conditions that are not correctable to supervisor as soon as practicable.
7. Perform duties all weather conditions.
8. Maintain good attendance.
9. Attend and participate in safety meetings.
10. Be adaptable and flexible in acceptance of changes in techniques and procedures.

11. Uphold and adhere to all safety rules.
12. Perform other duties as assigned.

**Supervisory Responsibilities:**

None

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Handheld traffic signs, traffic cones, reflective safety attire.

**Posture:** Prolonged standing.

**Motion:** Constant walking, grasping/squeezing, wrist flexion/extension, reaching.

**Lifting:** Light lifting (under 15 pounds).

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**JOB TITLE:** Home Bound Teacher

**WAGE/HOUR STATUS:** Exempt

**REPORTS TO:** Executive Director for Special Programs

**PAY GRADE:** 187 - Teacher

**DEPARTMENT:** Special Education

**DATE REVISED:** 08/19/19

**PRIMARY PURPOSE:** Provide special education students with learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Develop or modify curricula and prepare lessons and other instructional materials to student ability levels. Educate special education students with medical needs. Provide appropriate education in home setting.

**QUALIFICATIONS:**

**Education/Certification**

Bachelor's degree from accredited university

Valid Texas teaching certificate with required special education endorsements for assignments.

**Special Knowledge/Skills**

Knowledge of special needs of students in assigned area

Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation. Experience in serving medically fragile students

General knowledge of curriculum and instruction

**Experience**

A minimum of one year educating students with special education needs.

**MAJOR RESPONSIBILITIES AND DUTIES**

1. Collaborate with students, parents, and other members of staff to develop IEP through the ARD Committee process for each student assigned.
2. Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.
3. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
4. Work cooperatively with classroom teachers to modify regular curricula as needed and provide students with the assignments and materials provided by home campus.
5. Participate in ARD Committee meetings on a regular basis.
6. Conduct assessment of student learning styles and use results to plan for instructional activities.
7. Present subject matter according to guidelines established by IEP.
8. Employ a variety of instructional techniques and media to meet the needs and capabilities of each student assigned.

9. Use technology in teaching/learning.
10. Knowledge of assistive technology.
11. Ability to collaborate with related service providers and implement strategies.
12. Conduct ongoing assessments of student achievement through formal and informal measures.
13. Be a positive role model for students; support mission of school district.
14. Ensure home environment is conducive to learning and appropriate for the physical, social, and emotional development of students.
15. Consult with classroom teachers weekly regarding student assignments and progress.
16. Consult district and outside resource people regarding education, social, medical, and personal needs of students.
17. Take all necessary and reasonable precautions to protect and sanitize you, students, equipment, and materials.
18. Assist in selection of curricula, equipment, and other instructional materials.
19. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
20. Maintain a professional relationship with colleagues, students, parents, and community members.
21. Use effective communication skills to present information accurately and clearly.
22. Participate in staff development activities to improve job-related skills.
23. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
24. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
25. Attend and participate in faculty meetings and serve on staff committees as required.
26. Perform all other tasks and duties as assigned.

**Supervisory Responsibilities:** None

**Mental Demands/Physical Demands/Environmental Factors:**

Tools/Equipment Used: Personal computer and peripherals, and other instructional equipment

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

Motion: Frequent walking

Lifting: May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist nonambulatory students, and lift and move adaptive equipment; may work prolonged or irregular hours

Environment: Exposure to biological hazards; will require districtwide travel

Mental Demands: Maintain emotional control under stress

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**JOB TITLE:** Home Bound Teacher

**WAGE/HOUR STATUS:** Exempt

**REPORTS TO:** Executive Director for Special Programs

**PAY GRADE:** 187 - Teacher

**DEPARTMENT:** Special Education

**DATE REVISED:** 08/19/19

**PRIMARY PURPOSE:** Provide special education students with learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Develop or modify curricula and prepare lessons and other instructional materials to student ability levels. Educate special education students with medical needs. Provide appropriate education in home setting.

**QUALIFICATIONS:**

**Education/Certification**

Bachelor's degree from accredited university

Valid Texas teaching certificate with required special education endorsements for assignments.

**Special Knowledge/Skills**

Knowledge of special needs of students in assigned area

Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation. Experience in serving medically fragile students

General knowledge of curriculum and instruction

**Experience**

A minimum of one year educating students with special education needs.

**MAJOR RESPONSIBILITIES AND DUTIES**

1. Collaborate with students, parents, and other members of staff to develop IEP through the ARD Committee process for each student assigned.
2. Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.
3. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
4. Work cooperatively with classroom teachers to modify regular curricula as needed and provide students with the assignments and materials provided by home campus.
5. Participate in ARD Committee meetings on a regular basis.
6. Conduct assessment of student learning styles and use results to plan for instructional activities.
7. Present subject matter according to guidelines established by IEP.
8. Employ a variety of instructional techniques and media to meet the needs and capabilities of each student assigned.

9. Use technology in teaching/learning.
10. Knowledge of assistive technology.
11. Ability to collaborate with related service providers and implement strategies.
12. Conduct ongoing assessments of student achievement through formal and informal measures.
13. Be a positive role model for students; support mission of school district.
14. Ensure home environment is conducive to learning and appropriate for the physical, social, and emotional development of students.
15. Consult with classroom teachers weekly regarding student assignments and progress.
16. Consult district and outside resource people regarding education, social, medical, and personal needs of students.
17. Take all necessary and reasonable precautions to protect and sanitize you, students, equipment, and materials.
18. Assist in selection of curricula, equipment, and other instructional materials.
19. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
20. Maintain a professional relationship with colleagues, students, parents, and community members.
21. Use effective communication skills to present information accurately and clearly.
22. Participate in staff development activities to improve job-related skills.
23. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
24. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
25. Attend and participate in faculty meetings and serve on staff committees as required.
26. Perform all other tasks and duties as assigned.

**Supervisory Responsibilities:** None

**Mental Demands/Physical Demands/Environmental Factors:**

Tools/Equipment Used: Personal computer and peripherals, and other instructional equipment

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

Motion: Frequent walking

Lifting: May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist nonambulatory students, and lift and move adaptive equipment; may work prolonged or irregular hours

Environment: Exposure to biological hazards; will require districtwide travel

Mental Demands: Maintain emotional control under stress

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**ROCKWALL INDEPENDENT SCHOOL DISTRICT**  
**Employee Job Description**  
**ROCK After School Program – Aide**

**Job Title:** Aide

**Pay Grade:** ROCK 1 - \$9.31/hr.

**Reports to:** Campus Site Coordinator

**School:** Assigned Campus

**Date Revised:** March 2019

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**PRIMARY PURPOSE:**

Assist site-coordinator, teacher, and instructional assistant in preparation and implementation of After-School Program at an RISD Elementary campus. Should be able to work school days from 2:30 p.m. -6:00 p.m. as needed.

**QUALIFICATIONS:**

**Education/Certification**

Pursuing High school diploma

Enrolled in a co-op class or have early release by 2:30 p.m. (This job counts as your job for class credit).

**Minimum Age:** 16

**Special Knowledge/Skills**

Ability to work well with children

Ability to communicate effectively

Dependable, punctual

Reliable transportation

**Experience**

Experience working with children (preferred)

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assist teacher, site-coordinator, and instructional assistant in implementing ROCK program.
2. Be responsible for a group of children.
3. Maintain proper student/teacher ratios.
4. Prepare and carry out daily lesson plans.
5. Ensure the safety of the students by using proper supervision techniques.
6. Utilize the roster to check attendance at regular intervals using “name-to-face” procedures.
7. Manage small groups in assigned station area.

8. Practice safe child-care practices and state licensing requirements.
9. Engage with the students during their activities.
  
10. Enforce positive discipline fairly and consistently.
11. Help supervise students throughout all ROCK activities.
12. Keep children in visual/auditory supervision at all times.
13. Keep site-coordinator informed of special needs or problems of individual students.
14. Interact with the students using a positive attitude, sense of humor and enthusiasm.
15. Participate in training events.
16. Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** None.

**MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used** Standard office equipment including computer and peripherals; standard instructional equipment; walkie talkie

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping

**Motion:** Moderate walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds)

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

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

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**ROCKWALL INDEPENDENT SCHOOL DISTRICT**  
**Employee Job Description**  
**ROCK After School Program – Assistant Site Coordinator**

**Job Title:** Assistant Site Coordinator

**Pay Grade:** ROCK 3

**Reports to:** ROCK Site Coordinator

**School:** Assigned Campus/Floater

**Date Revised:** March 2019

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**PRIMARY PURPOSE:** Assist the campus Site Coordinator in developing, implementing, coordinating and supervising the After-School Program at one of the elementary campuses.

**QUALIFICATIONS:**

Education minimum – High School Diploma  
Associates or Bachelor’s degree preferred or current college student in the education field  
ROCK After School Instructional Assistant experience (Minimum 1 year) OR relevant child care experience (Minimum 1 year)

**Special Knowledge/Skills**

Strong organizational, leadership, communication and interpersonal skills  
High energy and enthusiasm; loves children  
Dependable, punctual, multi-tasking  
Recommendation of Lead Site Coordinator and current Site Coordinator

**Certifications**

CPR/First Aid preferred

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assist the Site Coordinator and Lead Site Coordinator with the day-to-day activities of children and staff in ROCK.
2. Work school days from 2:00 p.m. – 6:00 p.m. daily.
3. Prepare and implement curriculum.
4. Ensure the safety of the students and staff.
5. Ensure that fellow staff members properly supervise students.
6. Practice safe child-care practices and meet state licensing requirements.
7. Train staff to effectively implement daily lesson plans.
8. Provide positive guidance to help children develop the ability to be self-disciplined
9. Work with the campus principal to meet the needs of the campus and ROCK.
10. Maintain supplies needed for program.
11. Maintain proper student/teacher ratio.
12. Track student attendance.
13. Ensure that staff members conduct periodic roster checks at regular intervals.
14. Help Site Coordinator compile payroll paperwork.
15. Attend all training sessions provided by the district.
16. Maintain current CPR/First Aid certifications.

17. Performs other tasks and duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** Assist with supervisor duties as assigned by the Site Coordinator.

**MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used** Standard office equipment including computer and peripherals; standard instructional equipment; walkie talkie

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping

**Motion:** Moderate walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds)

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

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

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**ROCKWALL INDEPENDENT SCHOOL DISTRICT**  
**Employee Job Description**  
**ROCK After School Program – Instructional Assistant**

**Job Title:** Instructional Assistant

**Pay Grade:** ROCK 2 - \$11.37/hr.

**Reports to:** ROCK Site Coordinator

**School:** Assigned Campus

**Date Revised:** March 2019

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**PRIMARY PURPOSE:**

Assist site-coordinator and teacher in preparation and implementation of the ROCK After-School Program on an elementary campus on an as needed basis. Must be able to work school days from 2:30 p.m. - 6:00 p.m.

**QUALIFICATIONS:**

**Education/Certification**

High school or GED  
CPR/First Aid

**Special Knowledge/Skills**

Ability to work well with children  
Ability to communicate effectively  
Dependable, punctual

**Experience**

Some experience working with children

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assist teacher and site-coordinator in preparing instructional materials.
2. Be responsible for a group of children.
3. Maintain proper student/teacher ratios.
4. Prepare and carry out daily lesson plans.
5. Ensure the safety of the students by using proper supervision techniques.
6. Utilize the roster to check attendance at regular intervals using “name-to-face” procedures.
7. Manage small groups in assigned station area.
8. Practice safe child-care practices and state licensing requirements.
9. Work with the individual students or small groups on homework as needed.

10. Help supervise students throughout the afternoon during all activities.
11. Keep site-coordinator informed of special needs or problems of individual students.
12. Manage student discipline issues positively and consistently.
13. Keep children in visual/auditory supervision at all times.
14. Interact with the students using a positive attitude, sense of humor and enthusiasm.
15. Participate in training events.
16. Maintain current CPR/First Aid certification.
17. Performs other tasks and duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** None.

**MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used** Standard office equipment including computer and peripherals; standard instructional equipment; walkie talkie

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping

**Motion:** Moderate walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds)

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

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

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**ROCKWALL INDEPENDENT SCHOOL DISTRICT**  
**Employee Job Description**  
**ROCK After School Program – Site Coordinator**

**Job Title:** Site Coordinator

**Pay Grade:** ROCK 4 -\$19.04/hr.  
20+ hrs. per week

**Reports to:** ROCK Lead Site Coordinator

**School:** Assigned Campus

**Date Revised:** March 2019

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**PRIMARY PURPOSE:**

Provide leadership in developing, implementing, coordinating and supervising the After-School Program at one of the elementary campuses. Assigned work hours are: 2:00 p.m. - 6:00 p.m. each school day.

**QUALIFICATIONS:**

Education minimum – High School Diploma  
Associates or Bachelor’s degree preferred  
Supervisory and/or teaching experience

**Special Knowledge/Skills**

Strong organizational, leadership, communication and interpersonal skills  
High energy and enthusiasm; loves children  
Dependable, punctual, multi-tasking  
Experience/skill in working with elementary age children  
Computer skills: Excel, Outlook

**Certifications**

CPR/First Aid required annually

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Oversee the day-to-day activities of children and staff in ROCK.
2. Work school days from 2:00 p.m. – 6:00 p.m. daily.
3. Prepare and implement curriculum.
4. Ensure the safety of the students and staff.
5. Ensure that staff is properly supervising students.
6. Practice safe child-care practices.
7. Meet state licensing requirements when applicable.
8. Train staff to effectively implement daily lesson plans.
9. Provide positive guidance to help children develop the ability to be self-disciplined.
10. Work with the campus principal to meet the needs of the campus and ROCK.
11. Order and maintain supplies needed for program.
12. Maintain proper student/teacher ratio.
13. Develop a friendly relationship and professional communication with each child, parent, ROCK staff and campus staff.
14. Communicate with supervisor on an on-going basis. Respond to emails and phone calls in a timely manner.

15. Communicate with parents in a monthly newsletter as well as daily verbal reports about their student.
16. Exhibit flexibility and have a positive attitude.
17. Follow all handbook policies and ensure that your staff is also in compliance.
18. Track student attendance and make sure that all students are accounted for by 3:15 p.m. daily.
19. Ensure that the staff conducts periodic roster checks at regular intervals.
20. Manage payroll paperwork and submit in a timely manner.
21. Follow up on any non-compliance issues with staff immediately and provide written documentation to staff member and supervisor. (i.e., Policy infractions.)
22. Attend all staff training sessions and meetings.
23. Maintain current CPR/First Aid certifications.
24. Supervise all staff and children in the program at all times.
25. Conduct monthly fire drills and other disaster drills as needed.
26. Perform other tasks and duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** ROCK Aides and Instructional Assistants.

**MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used** Standard office equipment including computer and peripherals; standard instructional equipment; walkie talkie

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping

**Motion:** Moderate walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds)

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

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

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**Employee Job Description  
Substitute Teacher**

**JOB TITLE:** Substitute Teacher  
**REPORTS TO:** Campus Principal/Director of Human Resources  
**SCHOOL:** Assigned Campus  
**DATE REVISED:** 3/4/19

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**PRIMARY PURPOSE:** Manage an assigned classroom for a teacher's absence.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor's degree preferred; Texas teaching certificate desired  
High school diploma or equivalent required

**Special Knowledge/Skills:**

General knowledge of curriculum and instruction  
Ability to instruct students and manage their behavior  
Ability to understand and carry out verbal instructions  
Ability to maintain emotional control  
Ability to communicate effectively

**Experience:**

Experience as a classroom teacher or substitute teacher highly desired.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Follow lessons developed by the classroom teacher and present in a manner that students understand.
2. Create a classroom environment conducive to learning and appropriate to the maturity and interest of students.
3. Establish and maintain control in the classroom and administer discipline in accordance with board policies, administrative regulations, and campus policies and rules.
4. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
5. Maintain a cooperative, professional relationship with all colleagues, students, parents and community members.
6. Use acceptable communication skills to present information accurately and clearly.
7. Comply with all district policies as indicated in the Rockwall ISD Substitute Handbook.
8. Maintain prompt and regular attendance for each substitute assignment.
9. Perform other tasks and duties as assigned.

## **WORKING CONDITIONS:**

**Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

**Environment:** May work or outside; regular exposure to noise

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours

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**ROCKWALL INDEPENDENT SCHOOL DISTRICT**  
**Employee Job Description**  
**Instructional Assistant – Elementary DAEP**  
**(District Alternate Education Placement)**

**Job Title:** Instructional Assistant - Elementary DAEP  
(District Alternate Education Placement)

**Wage/Hour Status:** Non-exempt

**Reports to:** Campus Principal

**Pay Grade:** IS 1- 187 days

**School:** Assigned Campus

**Date Revised:** 08/14/18

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**PRIMARY PURPOSE:** Assist in preparation and management of Elementary DAEP and implement restorative practices under supervision of a certified teacher.

**QUALIFICATIONS:**

**Education/Certification:**

High school or GED

Valid Texas educational aide certificate (can be obtained after employment)

**Special Knowledge/Skills:**

Ability to work well with children

Ability to communicate effectively

**Experience:**

Some experience working with children

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Work with students in the Elementary DAEP Setting.
2. Create a positive environment for students.
3. Assist in preparing instructional materials.
4. Assist with administration and scoring of objective testing instruments or work assignments.
5. Help maintain neat and orderly classroom.
6. Help with inventory, care, and maintenance of equipment.
7. Help teacher keep administrative records and prepare required reports.
8. Conduct instructional exercises assigned by the teacher or administrator; work with the individual students or small groups.
9. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
10. Keep teacher and administrator informed of needs of individual students.
11. Participate in staff development training programs, faculty meetings, and special events as assigned.

12. Performs all other tasks and duties as assigned.

**Supervisory Responsibilities:** None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping

**Motion:** Moderate walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds)

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

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

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**JOB TITLE:** Behavior Specialist

**WAGE STATUS:** Exempt

**REPORTS TO:** Director of Special Education

**PAY GRADE:** AP 2

**DEPARTMENT:** Special Programs

**DATE REVISED:** 7/31/19

**PRIMARY PURPOSE:** To provide leadership and assistance to campus staff in the development and implementation of positive behavior supports for students with significant behavioral concerns.

**QUALIFICATIONS:**

**Education/Certification (one of the following):**

Special Education Certification  
Master's Degree in Special Education

**Additional Certifications Preferred:**

Licensed Specialist in School Psychology, LSSP  
Board Certified Behavior Analysis (BCBA)

**Special Knowledge/Skills:**

Specialized training in behavior intervention strategies for all students  
CPI training or willingness to be trained  
Effective verbal and written communication skills  
Knowledge of Autism Spectrum Disorders  
Knowledge of Applied Behavior Analysis (ABA) techniques preferred

**Experience:** Minimum of 3 years of successful teaching experience.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assist campus staff in the implementation of behavior intervention plans and curriculum accommodations / modifications that result in positive behavior changes.
2. Develop and provide professional development to administrators, teachers, and staff regarding research based behavior interventions.
3. Recommend and assist teachers in the use of appropriate documentation to measure the behavioral progress of all students.
4. Model for teachers by providing direct social skills instruction to special education students to improve behavior individually or in small groups.
5. Problem solve and consult with special education students who demonstrate challenging behaviors.

6. Provide parents with assistance and behavioral interventions for continuity between home and school.
7. Team with special education administrative staff to support and provide suggestions, interventions, and implementations for general education staff.
8. Consult with general education and special education teachers and provide guidance on utilizing research based intervention strategies.
9. Work closely with administrators, staff, and parents to develop behavior plans, monitor student progress, promote student accountability and support teachers in behavioral interventions.
10. Consult and collaborate with general education teachers for assigned students.
11. Provide crisis management and assist students and families in accessing mental health resources.
12. Perform other tasks and duties as assigned.

**Supervisory Responsibilities:** None.

**Mental Demands/Physical Demands/Environmental Factors:**

Tools/Equipment Used: Standard testing equipment; standard office equipment including computer and peripherals

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

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Regular light lifting and carrying (under 15 pounds), occasional heaving lifting (45 pounds or more) and positioning of students with physical disabilities; controlling behavior through physical restraint; assisting non-ambulatory students.

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**Rockwall**  
INDEPENDENT SCHOOL DISTRICT

**ROCKWALL INDEPENDENT SCHOOL DISTRICT**  
**ESL (English as a Second Language) Instructional Assistant**  
**Employee Job Description**

**Job Title:** ESL Instructional Assistant-Secondary      **Reports to:** Principal and teacher(s)  
**Pay Grade:** IS 1 – 187 Days      **School:** Assigned Campus  
**Date Revised:** August 2019

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**PRIMARY PURPOSE:**

Assist ESL teacher in preparation and management of classroom activities and administrative requirements. Work under supervision of certified teacher.

**QUALIFICATIONS:**

**Education/Certification:**

High school or GED

Valid Texas educational aide certificate (can be obtained after employment)

**Special Knowledge/Skills:**

Ability to work well with high-school students

Ability to communicate effectively

Bilingual (preferred)

**Experience:**

Some experience working with high-school students

**Major Responsibilities and Duties:**

1. Help ESL teacher keep administrative records and prepare required reports.
2. Assist teachers in supporting the academic needs of limited English proficient students.
3. Keep teacher informed of special needs or problems of individual students.
4. Provide inclusion support to limited English learners in content area classes.
5. Provide small group and one-on-one support for limited English learners in specific areas of need (under the direction of the ESL teacher).
6. Assist with administration and scoring of objective testing instruments or work assignments.
7. Assist ESL teacher in preparing instructional materials.
8. Help with inventory, care, and maintenance of equipment.

9. Help supervise students throughout school day, inside and outside classroom. This may include lunch and bus duty.
10. Participate in staff development training programs, faculty meetings, and special events as assigned.
11. Help maintain neat and orderly classroom.
12. Performs other tasks and duties as assigned.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping

**Motion:** Moderate walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds)

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

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

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**ROCKWALL INDEPENDENT SCHOOL DISTRICT**  
**Special Ed Instructional Assistant**  
**Behavior, Academic & Social/Emotional Learning (BASE)**  
**Employee Job Description**

**Job Title:** Special Ed Instructional Assistant  
Behavior, Academic & Social/Emotional Learning (BASE) **Pay Grade:** IS 2 – 187 Days  
**Wage/Hour Status:** Non-exempt **School:** Assigned Campus  
**Reports to:** Principal and teacher(s) **Date revised:** 6/6/19

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**PRIMARY PURPOSE:** The Special Ed Instructional Assistant will help the Special Education Teacher provide for physical and instructional needs of students with disabilities in special education setting and assist in implementation of classroom programs, including self-help, behavior management, and instruction programs. The Behavior, Academic & Social/Emotional Learning (BASE) program provides a structured learning environment focusing on behavior and social/emotional skills in an academic setting. They work under general supervision of principal and immediate direction of certified teacher.

**QUALIFICATIONS:**

**Education/Certification:**

High school diploma or GED

Valid Texas educational aide certificate (obtained after recommendation for employment)

**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

**Major Responsibilities and Duties:**

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.
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.
13. Maintain confidentiality.
14. Participate in staff development training programs, faculty meetings, and special events as assigned.
15. Perform other tasks or duties as assigned.

**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

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**ROCKWALL INDEPENDENT SCHOOL DISTRICT**  
**Employee Job Description**  
**Special Ed Instructional Assistant**

**Job Title:** Special Ed Instructional Assistant

**Pay Grade:** IS1 – 187 Days

**Wage/Hour Status:** Non-exempt

**School:** Assigned Campus

**Reports to:** Principal and teacher(s)

**Date revised:** April 2019

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**PRIMARY PURPOSE:** Help special education teacher provide for physical and instructional needs of students with disabilities in special education 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:**

High school diploma or GED

Valid Texas educational aide certificate (obtained after recommendation for employment)

**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

Experience in Rockwall ISD preferred

**MAJOR RESPONSIBILITIES AND DUTIES:**

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.
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.
13. Maintain confidentiality.
14. Participate in staff development training programs, faculty meetings, and special events as assigned.
15. Performs other tasks or duties as assigned.

**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 of 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

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