



<b>Job Title:</b>	Special Education Permanent Floating Substitute	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports to:</b>	Director of Special Education	<b>Pay Grade:</b>	\$95.00 daily
<b>Dept. /School:</b>	Daily Assignments Determined by Director of Special Education	<b>Date Revised:</b>	04/24/2018

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**Primary Purpose:**

Enables special education students to continue their education with minimal interruption in the absence of the assigned special education employee.

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 Special Education Director, Campus Principal, and immediate direction of certified teacher.

**Qualifications:****Education/Certification:**

Proof of completion of 48 accredited hours at an institution of higher education  
Completion of the Mansfield ISD Substitute Orientation Process  
Possess the interpersonal skills to work well with students with disabilities, teachers, parents, and school staff

**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:**

Experience working with children.

**Major Responsibilities and Duties:**

1. Receive daily assignment from the Director of Special Education.
2. Reports to the assigned campus building principal upon arrival to the assigned campus.
3. Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching day.
4. Maintains effective classroom management and supports building-wide standards and policies for safety and health.

5. Assumes responsibility for overseeing pupil behavior in class and assigned locations and times.
6. Help maintain a neat and orderly classroom/learning environment.

### **Student Management**

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

### **Other**

14. Maintain confidentiality.
15. Participate in staff development training programs as required for the floating substitute position. On the job training includes one full day of Crisis Prevention Intervention Training, one full day in the Texas Behavior Support Initiative, and one full day of training in District Developed Behavior Management Techniques.
16. Other duties as assigned.

### **Supervisory Responsibilities:**

None

### **Equipment Used:**

Wheelchair lift, ramp, personal computer, copier

### **Working Conditions:**

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

Maintain emotional control under stress; frequent standing, stooping, bending, kneeling, pushing, and pulling; regular heavy lifting of students; biological exposure to bacteria and communicable diseases.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.