Job Title: Special Education Aide

Reports to: Principal and Teacher(s) Assigned

Dept./School: Assigned Campus

Wage/Hour Status: Nonexempt

Pay Grade: Instructional Support 3

Days: 187

NOTE: This position may be federally funded and may be contingent upon the availability of federal funds each year.

Primary Purpose:

Help meet physical and instructional needs of individual students with disabilities inside and outside classroom. Assist with the implementation of Individual Education Plans (IEP), 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 hold a General Educational Development (GED) certificate
Have met formal academic assessment, associate's degree, or two years of study at an institution of higher learning*
Valid Texas educational aide certificate

Special Knowledge/Skills:

Ability to work with children with disabilities
Ability to follow verbal and written instructions
Ability to communicate effectively

Experience:

Two years experience working with children (preferred)

Major Responsibilities and Duties:

Student Management

1. Help meet the individual needs of student(s) including transferring to and from wheelchairs; lifting and positioning; interpreting instructions; and assisting with physical needs and personal care such as feeding, bathroom needs, and personal hygiene.

2. Help manage the behavior of assigned student(s). This includes intervening in crisis situations and restraining disruptive or dangerous student as needed.

3. Recognize differences in student's special medical, physical, communicative, and emotional needs and adapt methods and interaction according.

4. Work with assigned student(s) or small groups to develop motor skills and conduct instructional exercises assigned by teacher.

5. Assist assigned students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.

6. Keep teacher informed of special needs or problems of assigned student(s).

7. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.

Instructional Support

8. Help teacher prepare instructional materials and classroom displays.

9. Help maintain a neat and orderly classroom.

10. Help with inventory, care, and maintenance of equipment.

11. Help teacher keep administrative records and prepare required reports.

12. Provide orientation and assistance to substitute teachers.

Other

13. Maintain confidentiality.

14. Participate in professional development programs, faculty meetings, and special events as assigned.

15. Follow district safety protocols and emergency procedures.

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; 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

**Required by Every Student Succeeds Act (ESSA) for aides who are providing instructional support in Title I, Part A program.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature _____ Date _____