

Job Title: Aide – Special Education

Pay Grade: Clerical-Paraprofessional - 2

Reports to: Principal/Designee

Revised: 1/24/2024

Dept./School: District Wide

Primary Purpose:

The role of the special education aide is to help special education teacher provide for physical and instructional needs of students with disabilities in a 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 hold a General Educational Development (GED) certificate

Highly Qualified Status:

- Attend the free AISD Paraprofessional Academy once hired or;
- Associate's degree, or two years of study at an institution of higher learning
- State Paraprofessional Certification (recommended)

Special Knowledge/Skills:

- Ability to assist in instructing reading, writing, and mathematics
- Ability to work well with children
- Ability to communicate effectively
- Ability to work cooperatively with others and maintain a positive attitude in the work environment
- Ability to use good judgment in problem-solving and decision-making
- Use time productively
- Ability to follow district policies and procedures
- Ability to accept supervisory direction and desire to improve job skills
- Ability to demonstrate tact, courtesy and helpfulness in dealing with staff, students, parents, and visitors to the school

Experience:

- Some experience working with children preferred

Major Responsibilities and Duties:

- Support board and administrative policies and decisions.
- Maintain professional work environment through a positive attitude, punctuality, regular attendance, phone etiquette, and personal appearance.

General:

- Assist the teacher in the preparation of instructional materials and classroom displays.
- Assist in maintaining a neat and orderly classroom.
- Assist with inventory, care, and maintenance of equipment.
- Assist the teacher with administrative records and preparing required reports.
- Provide orientation and assistance to substitute teachers.

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

Other:

- Maintain confidentiality
- Perform other duties as assigned by the principal/designee

Supervisory Responsibilities: Students

Misc. Information:

Working Conditions:

- **TOOLS & EQUIPMENT:** Wheelchair lift, ramp, computer, copier, typewriter, and audio - visual equipment
- **MENTAL DEMANDS:** Maintain emotional control and work with frequent interruptions
- **PHYSICAL DEMANDS:** Frequent standing, stooping, bending, kneeling, pushing, and pulling, regular heavy lifting of students, hear well, speak clearly, visual acuity & distinguish colors
- **ENVIRONMENTAL FACTORS:** Biological exposure to bacteria and communicable diseases.

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

The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.