

Inclusion Aide Job Description



Job Title:	Inclusion Aide	FSLA:	Nonexempt
Reports to:	Assigned Principal and Teacher	Pay Grade:	Clerical/Para-1
Dept. /School:	Assigned Campus	Calendar Days:	187
		Revised:	2.11.2025

Primary Purpose

The Inclusion Aide supports students with disabilities in the general education classroom by helping them fully participate in academic and social activities, while working closely with the teacher to implement individualized supports, modifications, and accommodations outlined in the students' Individualized Education Plans (IEPs), ensuring an inclusive and supportive learning environment.

Qualifications

Education/Certification:

- High school diploma or GED
- 48 college hours OR Paraprofessional Assessment of Knowledge and Skills (PAKS) Certification
- 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
- Knowledge of general office equipment

Experience:

- Two years of child related work experience preferred

Major Responsibilities and Duties

1. Under the supervision of the teacher, assist in the implementation of the Individual Educational Program (IEPs) goals and objectives for special education students to improve student achievement
2. Assist in the documentation of progression/regression in IEP goals and objectives, as well as other documentation requested by the teacher, therapist, or nursing staff
3. Assist in preparation, use, and maintenance of instructional materials and equipment

Student Management

4. Assist with teacher-planned activities, exercises, drills, and the implementation of instructional and therapy programs
5. Use adaptive equipment, communication, and educational devices as needed
6. Assist in other educational settings with students with disabilities (e.g., Community-Based Instruction, Physical Education, Music, Cafeteria, Bus Arrival and Dismissal, Field Trips)
7. Restrain disruptive students following the guidelines prescribed in the Texas Behavioral Support Initiative (TBSI) and/or Crisis Prevention Institute (CPI) Adhere to federal, state, district, and school policies and procedures

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Other

8. Maintain confidentiality
9. Participate in staff development training programs, faculty meetings, and special events as assigned
10. Follow district safety protocols and emergency procedures
11. Perform other duties as assigned

Supervisory Responsibilities

None

Evaluation

The evaluation of the Inclusion aide is a responsibility resting with the Principal. An evaluation shall be completed in writing at least once during the course of the school year.

Work Environment

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

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.