

**Aledo ISD Job Description**  
**Campus****Special Education Aide, Special Needs**Rev. 8/19/2015

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**Reports to:** Principal / Classroom Teacher

**Primary Purpose:**

Help special education teacher provide for physical and instructional needs of students with disabilities in a self-contained classroom, including self-help, behavior management, and instruction programs. Work under general supervision of principal and immediate direction of certified teacher.

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

Minimum of 48 college hours required  
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:**

Experience working with children preferred

**Major Responsibilities and Duties:****Instructional Support**

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.

**Student Management**

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.

**Other**

- 13. Maintain confidentiality.
- 14. Participate in staff development training programs, faculty meetings, and special events as assigned.

**Supervisory Responsibilities:**

None.

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

**Tools/Equipment Used:** Wheelchair lift, ramp, standard office equipment, including computer and peripherals; standard instructional equipment; other specialized and adaptive equipment used by students

**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 non-ambulatory students, and lift and move adaptive and other classroom equipment; may work prolonged or irregular hours

**Environment:** Exposure to biological hazards

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

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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.

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Employee Signature

Date

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Supervisor Signature

Date