

# Carroll Independent School District

## Job Description

JOB TITLE: **Aide, Special Education, ESL** Pay Grade: 0P1  
Supervisor: Principal or Designee Employment Days: 183  
Department: Campus-Based Department Wage/Hour Status: Non-exempt

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### MISSION:

Building on a Dragon tradition of excellence, the Carroll Independent School District will foster a safe, caring, and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

### JOB SUMMARY:

This position will assist the teacher in providing a class environment in which students can take full advantage of the instructional program and available resource materials. May require work with students with physical and/or behavioral disabilities.

### QUALIFICATIONS:

#### Educational Certification

- Educational Aide Certification; may be obtained after hired
  - **Please note: If hired, candidates will be required to pay for their own fingerprinting and certification fees. The total cost for this is approximately \$70.**
- Completed at least two years of study at an institution of higher education preferred

#### Special Knowledge and Skills

- Effective interpersonal skills
- Excellent oral and written communication skills
- High School Diploma or equivalent.
- Excellent word processing skills.
- Proficient in basic office procedures.
- Ability to operate office equipment.
- Previous office experience preferred.

#### Experience

- Two years of experience working with children
- Must be at least 21 years old

### MAJOR RESPONSIBILITIES:

- Prepare for classroom activities as directed by the classroom teacher.
- Work with small groups of students to reinforce material initially introduced by the teacher.
- Assist individual children formally identified in need of special education
- Perform clerical duties as assigned.
- Assist in managing the behavior of students and crisis intervention including restraining disruptive or dangerous physical behavior as needed.
- Assume responsibility for learning and adapting to each student's special medical, physical, communicative and emotional needs.

- Assist in supervising students throughout the school day, both inside and outside the classroom, including lunchroom, bus duty, and playground.
- Keep the teacher informed of any special needs or problems of individual students.
- Assist the teacher in preparing instructional materials and classroom displays.
- Assist in maintaining a neat and orderly classroom.
- Assist in inventory, care, and maintenance of equipment.
- Assist the teacher in keeping administrative records and preparing required reports.
- Participate in staff development training programs, faculty meetings, and special events, as needed.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Guide independent study, enrichment work, and remedial work set up by the teacher
- Provide assistance to the substitute teacher assigned in the absence of the regular teacher.
- Perform other duties as assigned.

**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

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Executive Director of Personnel Services)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Assistant Superintendent for Administrative Services)

Date Created: 7/2003	Date(s) Revised: 5/2021
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