

Carroll Independent School District

Job Description

JOB TITLE: **Aide, Special Education** Pay Grade: SE2
(Early Childhood, Life Skills, Structured Learning, Transition or Content Mastery 2)

Supervisor: Principal or Designee Employment Days: 183

Department: Campus-Based Department Employment Status: Non-exempt

MISSION:

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

JOB SUMMARY:

This position will assist the special education teacher in providing for the physical and instructional needs of students with disabilities in a special education setting.

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 \$65.00.**
- 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
- Ability to work with children with disabilities
- Ability to follow verbal and written instruction
- Knowledge of general office equipment

Experience

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

MAJOR RESPONSIBILITIES:

- Assist students with physical disabilities according to their individual needs, including transferring to and from wheelchairs, lifting, or positioning.
- Assist students with physical needs and personal care including feeding, bathroom needs, and personal hygiene.
- 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.

- Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by the teacher.
- 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.
- Provide orientation and assistance to substitute teachers.
- 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.
- 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 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

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 Human Resources)

APPROVED BY: _____ DATE: _____
(Assistant Superintendent of Staff & Student Services)

Date Created: 7/2003	Date(s) Revised: 1/2022
----------------------	-------------------------