



# HUMAN RESOURCES

## JOB DESCRIPTION

**Job Title:** Special Education Resource Aide

**Salary Block:** Instructional Support  
Pay Grade Level 2

**Reports To:** Campus Principal and teacher(s) assigned    **Wage/Hour Status:** Non-Exempt

**Terms of Employment:** 187 days

### Minimum Qualifications:

- High school diploma or GED
- Meets the standards of ESSA (Every Student Succeeds Act);
  - (1) Completed two (2) years of study at an institution of higher education (48 college credit hours); or
  - (2) Associate's degree (or higher)
- Must apply and obtain a Valid Texas Educational Aide Certificate (UPON HIRE)
- Experience working with children preferred

### Special Knowledge/Skills:

- Demonstrate ability to effectively communicate with parents, co-workers, and students
- Ability to work well with children with disabilities
- Ability to communicate effectively
- Ability to work well under supervision
- Ability to use computer and be familiar with word, excel, access, and e-mail systems

### Primary Purpose:

Help special education teacher provide for physical and instructional needs of students with disabilities in 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.

### Performance 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. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.
7. Keep teacher informed of special needs or problems of individual students.

**Other**

8. Participate in staff development training programs, faculty meetings, and special events as assigned.
9. Maintain confidentiality.
10. Maintains a professional level of confidentiality concerning personnel and students.
11. Upholds and adheres to safety rules and policies of the CUSD safety program.
12. Supports the goals and objectives of the school district and follow all district policies.
13. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations
14. Performs any other duties as assigned by the appropriate supervisor.
15. Assist with particular health needs of students (i.e. feedings, busing, mobility, general hygiene, toileting and distribution of medications).
16. Perform all duties in a safe manner to avoid injury to oneself and/or others.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Personal computer, copier, and audiovisual equipment, wheelchair, wheelchair lifts, other mobility aids and other OT/PT apparatus.

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Moderate standing, stooping, bending, pulling, pushing and lifting. Move small stacks of textbooks, media equipment, desks, and other classroom equipment. Occasional exposure to sun, heat, cold, and inclement weather.

Must be able to assist in the lifting/carrying of students with disabilities in excess of 50 lbs.

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.

**Terms of Employment**

Work year established by the Superintendent; Salary according to schedule adopted annually.

**Evaluation:**

Job performance will be evaluated annually as per district policies and procedures

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Print Name

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Date

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Signature