



# Crandall Independent School District

## Job Description

**Job Title:** Early Childhood Special Education  
Instructional Aide

**Wage/Hour Status:** Non-exempt

**Reports To:** Principal/SPED

**Date Revised:** September 13, 2023

**Dept./School:** Assigned Campus

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### Primary Purpose:

Help meet physical and instructional needs of individual students with disabilities inside and outside classroom. Assist with the implementation of Individual Education Plans (IEP), including self-help, behavior management, and instruction programs. Work under general supervision of principal and immediate direction of certified teacher.

### Qualifications:

#### Education/Certification:

High School diploma or hold a General Education Development (GED) certificate  
Formal academic assessment, associate's degree, or two years of study at an institution of higher learning  
Valid Texas educational aide certificate

#### Special Knowledge/Skills:

Basic first aid knowledge as well as CPR  
Ability to work with children with disabilities  
Ability to follow verbal and written directions  
Ability to communicate effectively

#### Experience:

Three (3) years' experience working with children

### Major Responsibilities and Duties:

**Direct Teach Activities:** (under the supervision and planning of the teacher, include):

1. Cognitive/academic skills.
2. Use of student communication system/devices.
3. Self-help skills including eating, drinking, toileting, diaper changing, dressing, hand washing, brushing of teeth.
4. Enhance social skills to include inclusion with homeroom, attendance of campus assemblies, eating in the cafeteria, and travel in the community.
5. Implement discipline methods as discussed with the teacher.
6. Provide instruction as defined by the student's IEP.

#### Medical duties include:

7. Perform G-Tube feeding.
8. Respond to seizure activity.
9. Monitor respiratory condition (a nurse is available on campus at all times)

**Therapeutic Maintenance, after training, includes:**

10. Assist in carrying out motor movements prescribed by the OT/PT therapists used in all settings for functional participation.
11. Promote development of communication skills as prescribed by the Speech therapist used in all settings.
12. Promote enhancements of activities for the visually impaired as prescribed by the Vision teacher.
13. Maintain confidentiality of all students/parents.
14. Record data upon observation of students as requested by the teacher.
15. Clean/put up materials after use in all activities.
16. Assist at the defined level of need with the Life Skills students throughout the school day. This may include lunchroom, bus and playground duty for Life Skills students.
17. Keep teacher informed of special needs or problems of assigned students.
18. Assist in arrival/departure activities of students to include loading and unloading buses.
19. Be a team player in planning/implementing/making changes.
20. Participate in staff development activities to improve job-related skills.
21. Attend and participate in faculty meetings.

**Materials Development Includes:**

22. Develop materials needed as prescribed by the teacher.
23. Prepare/set-up the materials/equipment needed in daily routines.
24. Assist in materials inventory.

**Other**

25. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
26. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.
27. Maintain confidentiality.
28. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

None

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

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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The document describe 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.

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Print Name

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Signature

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Date