



Crandall Independent School District

Job Description

Job Title: SPED Inclusion Instructional Aide
Reports To: Principal/SPED
Dept./School: Assigned Campus

Wage/Hour Status: Non-Exempt
Date Revised: September 13, 2023

Primary Purpose:

To assist teachers in maintaining appropriate learning activities and environment in order that students may learn in a positive, encouraging way, and develop their self-esteem.

Qualifications:

Education/Certification:

High school diploma or hold a General Educational Development (GED) certificate
Formal academic assessment, associate's degree, or two (2) years of study at an institution of higher learning
Valid Texas educational aide certificate

Special Knowledge/Skills:

Communicate with positive attitude between teachers and students

Experience:

Experience working with children

Major Responsibilities and Duties:

1. Instruct students under the direction of the teacher.
2. Help to determine special needs or problems of the individual students and to adapt or create material as necessary to meet those needs.
3. Assist in IEP compliance for inclusion schedule of services.
4. Keep all documentation of IEP service time, accommodations, and IEP progress data.
5. Make necessary accommodations to tests, worksheets, and charts.
6. Collaborate with SPED teacher and general education teacher for lesson plan accommodations.
7. Participate in staff training programs, facility meetings as assigned.
8. Provide any IEP progress collected to SPED teacher.
9. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
10. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.
11. Maintain confidentiality.
12. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment

Posture: Moderate standing; occasional kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Moderate walking

Lifting: Frequent light lifting and carrying (less than 15 pounds); occasional moderate lifting and carrying (15-44 pounds)

Environment: Work inside; may work outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

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

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.

Print Name

Signature

Date