



Job Title: Special Education Aide – Life Unit

Wage/Hour Status: Non-Exempt

Reports to: Principal

Pay Grade: IS4

Dept./School: Campus Assigned

Revised: 01/2023

Primary Purpose:

Assist the teacher with the delivery of instructional and special education services to special needs students and provide additional student support as needed under the direction of the Certified Teacher.

Qualifications:

Education/Certifications

- High school diploma or GED equivalent (recognized by the Texas Education Agency or regional accrediting agency)
- Associates degree or higher from an accredited college/university **or**
- Minimum of forty-eight (48) semester college hours from an accredited college/university or
- Passed the Test of Adult Basic Education (TABE) test or Hold No Child Left Behind (NCLB) certificate
- Applicant must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant, before continuing within the process towards possible employment

Special Knowledge/Skills

- Ability to work with students with mild to moderate learning and physical disabilities and / or mild to severe emotional disabilities.
- Ability to work as a member of a team to provide assistance to students according to ARD/IEPs.
- Knowledge of the types of special education disability areas and the specific needs associated with these areas.
- Ability to restrain and physically support and/or assist team members with the physical support such as lifting, positioning, transferring, and changing of students up to 100 pounds in weight.
- Ability to follow oral and written instructions.

Standard Requirements:

- Eligible to obtain Child Development Associate (CDA) credential within one (1) year of employment
- Eligible to obtain a Paraprofessional certificate issued by the State Board of Educator Certification

Experience:

- Work related experience with students (church-related schools, private schools, day camps, youth groups, licensed day care centers or similar experiences).

Major Responsibilities and Duties**Instruction Planning and Delivery**

1. Assist with individual or small group instructional activities outlined by the teacher or teaching team and work with students to develop academic skills.
2. Assist with supervision and monitoring of students, instruction, or activities inside the classroom environment, including support with physical needs and personal care.
3. Assist with the preparation of instructional materials, paperwork and record keeping.

Monitoring Student Progress

1. Assist teachers in implementing program objectives that support developmental, behavioral and academic student performance.
2. Serve as a positive role model for children and support the mission of EISD.

Classroom Management and Organization

1. Assist in managing student behavior, including crisis intervention, physical management of disruptive students and inappropriate behaviors, as needed.
2. Assist with maintaining a safe, neat, and orderly classroom.

Other

1. Perform other duties as assigned.
2. Attendance at work is an essential job function.

Supervisory Responsibilities

Supervision and evaluation of District personnel is not a requirement of the position; however, the supervision of students is required.

Tools/ Equipment Used

Computers and Computer peripherals, various software programs, teacher resource materials and equipment, audio-visual equipment, printers, copiers, fax machine, telephone.

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

Maintain emotional control under stress; work with frequent interruptions; frequent walking, standing, stooping, bending, pulling and pushing; lift/carry 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others. Also, may be required to assist with lifting, positioning, transferring, and changing students as needed.

Environmental Factors

Frequent exposure to: Work indoors and outdoors in varying climate conditions (hot and cold) on uneven surfaces, humidity extremes, noise, low or intense illumination, vibration; occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.).

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.

Employee Acknowledgment Date