



**Job Title:** Educational Aide-Spec. Ed BDU

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

**Reports to:** Principal

**Pay Grade:** IS4

**Dept./School:** Campus Assigned

**Date 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/Certification:**

- High School Diploma or Accredited General Equivalency Diploma (GED) and
- 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 a No Child Left Behind (NCLB) Region 20 Treasuring Our Paraprofessionals certificate
- Eligible to obtain a Paraprofessional certificate issued by the State Board of Educator Certification
- Applicant must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by applicant

**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 in assisting 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.

**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.

### **Qualities of Effective Special Education Instructional Assistants**

1. Participate in district and campus development programs that improve job related skills.
2. Demonstrate interest and initiative in professional improvement.
3. Work as a member of a team for the position/department assigned.
4. Keep informed of and comply with state, district, and school regulations, including daily attendance, punctuality and confidentiality.
5. Follow an established work schedule that includes instructional assignments and student support services.
6. Assist with the supervision and monitoring of students throughout the school day outside of the classroom, including the cafeteria, playground, physical education classes, boarding and exiting the bus, on community-based activities and other assigned activities.
7. Assist in maintaining student records and provide feedback as requested by teacher.
8. Use effective communication skills with students, parents and district personnel.
9. Daily attendance at work and punctuality are essential functions of the job.
10. Demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.

### **Other**

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

### **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.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_