



**Job Title:** Special Education Aide Support Facilitator

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

**Reports to:** Principal

**Pay Grade:** IS3

**Dept./School:** Campus Assigned

**Date Revised:** 01/2023

**Primary Purpose:**

Assist the teacher in preparation and management of classroom activities and administrative requirements. Work under supervision of 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 applicant

**Standard Requirements:**

- 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:**

1. Work with the special education teacher in planning.
2. Provide individual or group assistance to students through utilization of a variety of methods of instruction and learning experiences.
3. Assist the teacher for in preparing instructional materials.
4. Assist in the collection of student evaluation data as necessary for the comprehensive assessment of students, tracking student achievement and educational planning.
5. Follow individualized children's programs as directed by the special education teacher.
6. Assist with lifting, handling, feeding, changing, toileting, and other needs specific to the special population.

7. Perform or assist with medical procedures for which specifically trained by a physician, i.e. suctioning, tube feeding, clean intermittent catheterization, etc., as directed by the special education teacher.
8. Assist in behavior management, including crisis intervention and restraint procedures, as directed by the special education teacher.
9. Provide without immediate proximity supervision, campus/community-based instruction as specified in weekly lesson plans.
10. Attendance at work is an essential job function.
11. Perform all other duties as assigned.

**WORKING CONDITIONS:**

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

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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 \_\_\_\_\_