

JOB DESCRIPTION

JOB TITLE:	Aide, Special Education Program Behavior (BEST), Life Skills, SLC, ECSE	PAY GRADE: 304
REPORTS TO:	Principal/ Special Education Teacher	WORK DAYS: 183 Days
DEPT/SCHOOL:	Assigned Campus	DATE REVISED: 07/24
WAGE/HOUR STATUS:	Nonexempt	HOURS WORKED: 7.5
FUNDING SOURCE:	Local	

PRIMARY PURPOSE:

Support the special education teacher in providing for the physical and instructional needs of students with disabilities in a special education setting. Assist in the implementation of classroom programs, including self-help, behavior management, and instruction. Work under the general supervision of the principal and the immediate direction of a certified teacher.

QUALIFICATIONS:

Minimum Education/Certification:

- High school diploma or GED
- Valid Texas educational aide certificate
- One of the following:
 - Passing score on the District's assessment test
 - 60 college hours
 - Associate Degree

Special Knowledge/Skills:

- Ability to work well with children with disabilities
- Ability to follow verbal and written instructions
- Knowledge of general office equipment
- Bilingual preferred
- Collaboration, team player

Minimum Experience:

One year experience working with children
Will obtain CPI training during first year
Bilingual preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist students with physical disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning.
2. Assist students with physical needs and personal care including feeding, bathroom needs, and personal hygiene and changing diapers.
3. Assist in managing the behavior of students.
4. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
5. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by the teacher.
6. Assist in supervising students throughout the school day, both inside and outside the classroom, including lunchroom, bus duty, playground community based instruction and inclusion classes.
7. Keep the teacher informed of any special needs or problems of individual students.
8. Assist the teacher in preparing instructional materials and classroom displays.
9. Assist in maintaining a neat and orderly classroom.
10. Assist in inventory, care, and maintenance of equipment.
11. Assist the teacher in keeping administrative records and preparing required reports.
12. Provide orientation and assistance to substitute teachers.
13. Maintain confidentiality during school day and in the community.
14. Participate in staff development training programs, faculty meetings, and special events as needed.

MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:

15. Uphold and enforce school rules, administrative regulations, and state and local board policy.
16. Have regular attendance, be dependable and punctual.
17. Make time to staff/ communicate regularly with teacher.
18. Perform other related duties as assigned.

EQUIPMENT USED:

Wheelchair, ramps, personal computer, copier, positioning equipment, word processor, audio-visual equipment, laminator and assistive technology devices.

WORKING CONDITIONS:**Mental Demands:**

Reading, ability to communicate effectively (verbal), maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, kneeling, pushing and pulling, and regular heavy lifting of students
Biological exposure to bacteria and communicable diseases
Regular attendance

The foregoing statements are intended to describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____