



Job Title: SPED Instructional Aide

Exemption Status: Non-Exempt

Reports to: Campus Principal

Date Revised: May 2025

Dept. /School: Assigned Campus

Pay Grade: PA2

Primary Purpose:

Provide instructional assistance to students under the supervision of a special education teacher.
Assist in covering classes for Admission, Review, and Dismissal (ARD) meetings.

Qualifications:

Education/Certification:

- High School Diploma or equivalent
- Valid Texas educational aide certificate upon hire

Experience:

- Experience working with children in an educational setting, preferred

Special Knowledge/Skills:

- Proficient keyboarding and file maintenance skills
- Ability to work collaboratively with teachers and students
- Strong communication, organizational, and interpersonal skills
- Patience, flexibility, and a positive attitude while exhibiting a growth mindset
- Bilingual preferred

Major Responsibilities and Duties:

Instructional Support

1. Assist the special education teacher in implementing daily lesson plans, ensuring students are actively engaged in learning activities.
2. Assist with the preparation of instructional materials, classroom organization, and setting up learning activities.
3. Monitor student learning and provide feedback to the students and teacher on individual or group progress.
4. Provide inclusion support to students in the general education classroom.
5. Manage classroom activities when the teacher is away from the classroom.
6. Provide translation/interpretation services

Student Management

7. Promote and uphold a safe, structured learning environment for all students.
8. Assist in managing classroom behavior, ensuring a respectful and productive learning environment.
9. Monitor students throughout the school day, inside and outside the classroom, including arrival, dismissal, cafeteria, bus, and recess duty.
10. Inform teachers of any special needs or concerns regarding individual students.

Other

11. Participate in staff meetings, professional development, and other school events as required.
12. Actively support the school culture, mission, and vision while prioritizing improved outcomes for all students.
13. Follow district safety protocols and emergency procedures.
14. Perform all other duties as assigned.



Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work irregular hours; occasional prolonged hours

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

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____