



Job Title: Aide Special Education
(ABC, ALE, BA, BASE, ECSE, FBE)

Exemption Status/Test: Non-Exempt

Reports to: Principal

Campus Date Revised: May 2025

Dept/School: Assigned Campus

Pay Grade: PA5

Primary Purpose:

Help special education teachers provide for students' physical and instructional needs with severe emotional/behavioral challenges in a special education setting. Assist in implementing classroom programs, including self-help, self-regulation, behavior management, and instruction programs. Work under the principal's general supervision and a certified teacher's immediate direction.

Qualifications:

Education/Certification:

- High school diploma or equivalent
- Valid Texas educational aide certificate

Experience:

- Some experience working with children or adults with behavioral challenges

Special Knowledge/Skills:

- Ability to follow verbal and written instructions
- Ability to communicate effectively
- Ability to participate in physical restraints with adult-sized students as needed
- Ability to remain calm and neutral when faced with highly challenging student behaviors
- Ability to de-escalate students during an emotional crisis
- Knowledge of general office equipment

Major Responsibilities and Duties:

Instructional Support

1. Help the teacher prepare instructional materials and classroom displays.
2. Help maintain a neat and orderly classroom.
3. Help with inventory, care, and maintenance of equipment.
4. Help teachers keep administrative records and prepare required daily reports.
5. Provide orientation and assistance to substitute teachers.

Student Management

6. Assist students with de-escalation and self-regulation during emotional stress/crisis.
7. Assist with restraints when students cannot be de-escalated and exhibit dangerous behaviors to themselves and others.
8. Assume responsibility for learning and adapting to each student's special mental health, medical, physical, communicative, and emotional needs.



9. Assist students in using personal strategies and the use of sensory materials to self-regulate emotions and reduce disruptive/aggressive outbursts to create positive outcomes for their instructional day.
10. Work with individual students or small groups to develop social/emotional and academic skills.
11. Keep the teacher informed of student behaviors and needs.
12. Assist students with physical needs and personal care, including feeding, bathroom, and personal hygiene.
13. Help supervise students inside and outside the classroom throughout the school day. This includes lunchroom, bus, and playground duty.

Other

14. Maintain confidentiality.
15. Participate in staff development training programs, daily staff meetings, summer training sessions, and special events.
16. Document provision of all required services, including information required for Medicaid documentation and billing.
17. Provide and document instructional and related services contained in student IEPs, including Personal Care Services (PCS).
18. Demonstrate the competence necessary to perform the eligible Personal Care Services (PCS) tasks required.
19. Participate in competence verification by a licensed health care provider for PCS Activities.
20. Understanding and competence to perform PCS services must include, but are not limited to:
 - a. Appropriate techniques for providing PCS, including written documentation procedures
 - b. Appropriate techniques for managing adverse behaviors of the student, such as:
 - c. Basic body mechanics, mobility, and techniques for transferring students
 - d. The special needs of students with disabilities, and
 - e. Communication skills, including but not limited to techniques for communicating through alternative modes with persons with communication or sensory impairments.
21. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Copier, personal computer, iPad, audiovisual equipment, laminator

Posture: Frequent standing, stooping, bending, and kneeling

Motion: Regular fast-paced walking, jogging, and running.

Lifting: Frequent physical intervention with aggressive students.

Environment: Biological exposure to bacteria and infectious diseases.

Mental Demands: Maintain emotional control under stress, especially when faced with student opposition, disruption, and physical aggression.



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 _____