



Hays Consolidated Independent School District

Department of Human Resources

Job Title: Instructional Aide SPED

Wage/Hour Status: Non-Exempt

Reports to: Principal and Teacher(s) Assigned

Pay Grade: PP04, 8h, 187 days

Dept./School: Elementary Campus Assigned

Date Revised: April 2025

Primary Purpose:

Help meet physical and instructional needs of students with disabilities in a self-contained classroom. Assist in implementation of classroom programs, including self-help, behavior management, and instruction programs. Work under general supervision of principal and immediate direction of certified teacher.

Qualifications:

Minimum Education/Certification:

High school diploma or hold a General Educational Development (GED) certificate

Have met formal academic assessment, associate's degree, or two years of study at an institution of higher learning*

Valid Texas educational aide certificate

Special Knowledge/Skills:

Ability to work with children with disabilities

Ability to follow verbal and written instructions

Ability to communicate effectively

Knowledge of general office equipment

SAMA (Satori Alternatives to Managing Aggression) Certification, preferred or agree to obtain

Experience

Some experience working with children

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 teacher keep administrative records and prepare required reports.
5. Provide orientation and assistance to substitute teachers.

Student Management

6. Assist students with physical disabilities according to their needs including transferring to and from wheelchairs; lifting; positioning; or assisting students with personal care such as feeding, bathroom needs, and personal hygiene.
7. Keep teacher informed of special needs or problems of individual students.
8. Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous students as needed.
9. Recognize differences in each student's special medical, physical, communicative, and emotional needs and adapt methods and interaction accordingly.
10. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by teacher or recommended by OT/PT.
11. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, field trips and playground duty.

Other

- 12. Maintain confidentiality.
- 13. Participate in staff development training programs, faculty meetings, and special events as assigned.
- 14. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment; other specialized and adaptive equipment used by students

Posture: Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking and reaching

Lifting: Frequent light lifting and carrying (less than 15 pounds); Occasional heavy lifting (45 pounds or over) and positioning or students with physical disabilities, controlling behavior through physical restraint, assisting nonambulatory students, and lifting and moving adaptive and other classroom equipment

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; exposure to biological hazards (bacteria, communicable diseases)

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

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Positions are extended annually based upon availability of funding. Signature of acknowledgement indicates a receipt of aforementioned information.

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Employee Name (please print)

Date

Employee Signature

Badge #