



# Hays Consolidated Independent School District

## Department of Human Resources

**Job Title:** Instructional Aide Sp Ed – Foundational Learning

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

**Reports to:** Principal/Teacher/Supervisor Assigned

**Pay Grade:** PP05, 8h, 187 days

**Dept./School:** All levels assigned

**Date Revised:** April 2025

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### 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 equivalent

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 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 non-ambulatory 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

*\*Required by Every Student Succeeds Act (ESSA) for aides who are providing instructional support in Title I, Part A program.*

**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.

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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)

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Date

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Employee Signature

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Badge #