

Job Title: Aide, Sp Ed AB/Life Skills/PPCD/VI

Wage/Hour Status: Nonexempt

Reports to: Principal and Sped Teacher(s)

Pay Grade: CP - 2

Dept. /School: Assigned Campus

Date Revised: August 2016

Primary Purpose:

Help meet physical and instructional needs of individual students with disabilities inside and outside classroom. Assist with the implementation of Individual Education Plans (IEP), including self-help, behavior management, and instruction programs. Work under general supervision of principal and immediate direction of certified teacher.

Qualifications:

Education/Certification:

High School diploma or equivalent

Associate's degree, two years of study at an institute of higher learning with a minimum of 48 semester hours, or have met formal academic assessment required by No Child Left Behind Act.

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

Experience:

Two years experience working with children

Major Responsibilities and Duties:

Instructional Support for Visually Impaired

1. Help teacher prepare instructional materials and classroom displays.
2. Assist the teacher in adapting classroom materials.
3. Help maintain a neat and orderly classroom.
4. Help with inventory, care, and maintenance of equipment.
5. Help teacher keep administrative records and prepare required reports.
6. Provide orientation and assistance to substitute teachers.
7. Braille materials for visually impaired students.

Student Management

8. Help meet the individual needs of students, including transferring them to and from wheelchairs, lifting and positioning them, and signing or interpreting instructions for them, etc.
9. Help students take care of physical needs and personal care including feeding, bathroom needs, and personal hygiene.
10. Help manage the behavior of assigned students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed.
11. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
12. Work with assigned students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
13. Assist assigned students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
14. Keep teacher informed of special needs or problems of assigned students.

Other

15. Maintain confidentiality.
16. Participate in professional development programs, faculty meetings, and special events as assigned.
17. Follow established safety procedures and techniques.
18. Report promptly to the principal any accident or illness of staff or students.
19. Other duties as assigned by administration.
20. Promote, participate, and facilitate in a teamwork center manner.

Supervisory Responsibilities:

None.

Equipment Used:

Wheelchair lift and ramp. *(Note: describe other equipment used based on condition of student assigned, i.e., adaptive equipment, oxygen gauges, etc.)*

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling; regular heavy lifting of students; biological exposure to bacteria and communicable diseases.

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

Employee: _____ Date _____

Supervisor: _____ Date _____