

Jarrell ISD Job Description

Job Title: Special Education Instructional Aide

Exemption Status/Test: Nonexempt

Reports to: Campus Principal and Teacher(s) Assigned

Date Revised: March 2024

Primary Purpose:

Help special education teacher provide for physical and instructional needs of students with disabilities in special education setting. 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:

Education/Certification:

High school diploma or General Educational Development (GED) certificate

Valid Texas educational aide certificate (Or must obtain within 30 days of start date)

Preferred but not required:

- 48 plus college hours or successful completion of the Paraprofessionals' Assessment of Competencies' test if applicant has less than 48 college hours.

Special Knowledge/Skills:

Ability to work with children with disabilities.

Ability to follow verbal and written instructions.

Ability to work well with children.

Ability to communicate effectively.

Experience:

Some experience working with children preferred but not required.

Major Responsibilities and Duties:

Instructional Support

1. Provide instruction to students under the direction of teacher, work with individual students or small groups.
2. Assist teacher in preparing instructional materials and classroom displays.

3. Help maintain 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.

Student Management

8. Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.
9. Assist students with physical needs and personal care, including feeding, bathroom needs, and personal hygiene.
10. Help manage behavior of students. This includes intervening in crisis situations and employing safety interventions under the guidance of the teacher.
11. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
12. Help supervise students throughout the school day, inside and outside the classroom, This includes lunchroom, bus and playground duty.
13. Make teacher aware of special needs or problems of individual students.

Other

14. Participate in staff development training programs. Faculty meetings, and special events as assigned.
15. Always maintain confidentiality.
16. Follow district safety protocols and emergency procedures.
17. Other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Possibly Used:

Standard office equipment including computer and peripherals; standard instructional equipment.

Wheelchair lift, ramp, personal computer, copier, and audiovisual equipment.

Physical: Frequent standing, stooping, bending, kneeling, pushing, and pulling.

Motion: Moderate walking

Lifting: Regular heavy lifting of students

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

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

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.

Reviewed_____Date

Received_____Date