



JOB TITLE: Aide, SPED - In-Class Support
DATE REVISED: April 15, 2024
REPORTS TO: Campus Principal
DEPARTMENT/CAMPUS: Assigned Campus
PAY GRADE/DUTY DAYS: EA2
FLSA: Non-Exempt

JOB PURPOSE SUMMARY:

This position is responsible for assisting the classroom teacher in implementing and reinforcing instructional procedures and objectives for students within a special education classroom environment.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Special Education In-Class Support:

1. Attends to the individual medical, physical, commutative, emotional, and instructional needs of each student.
2. Supervises students individually, as well as in small group settings, in accordance with teacher direction, as stipulated in the instructional program requirements.
3. Provides instructional, behavioral, and/or worksite support to students in accordance with each individual student's Individual Education Program (IEP), as well as through collaborative efforts with special and general education teachers and campus administration staff.
4. Participates in daily, weekly, and long-term planning efforts with special and/or general education teachers.
5. Collects and provides data on each individual student by regularly monitoring individual student performance and progress, or as otherwise directed.
6. Assists in maintaining accurate, complete, and up-to-date academic, behavioral, and/or job skills records for each individual student.
7. Assists in toileting students with disabilities, as required.
8. Monitors students during assigned periods within a variety of school environments for purposes of maintaining a safe and positive learning environment.
9. Accompanies students to and from the cafeteria, buses, and on field trips, as well as escorts students, as needed, to classroom activities.
10. Assists in the delivery of classroom materials in accordance with student needs.
11. Encourages and assists students develop self-help skills, as appropriate.
12. Observes and monitors students' progress and emotional behavior. Assists in maintaining complete and accurate student records.
13. Assists with classroom discipline, as directed by the classroom teacher.
14. Assists students in preparing for the transition activities, including but not limited to, from classroom to classroom, restroom, recess, cafeteria, as appropriate.
15. Provides child specific input to the classroom teacher in planning daily and long-term programs and activities for students.
16. Assists in skills application practice and reinforcement activities previously introduced by the classroom teacher, either individually or in small groups.

Compliance:

17. Performs all duties and tasks in a manner consistent with all applicable policies, procedures, and practices within the Department and District, with all applicable local, state, and federal regulatory requirements, as well as with all applicable guidelines, standards, and requirements as set forth by governing bodies including, without limitation, Texas Health & Human Services, Texas Education Code, State Board of Education, Texas Education Agency, and Texas Association of School Boards.

18. Stays abreast of federal, state, District, and school regulations and policies applicable to special education teachers, and ensures consistent compliance with such requirements.
19. Maintains relevant and up-to-date understanding, working knowledge, and proficiency of current best practices, as well as state and federal mandates for proper implementation and application of all aspects of IEPs, accommodations, modifications and other supports as appropriate, under the direction of a Special Education teacher.
20. Fulfills all applicable Texas state mandated continuing professional education requirements applicable to the credentialing requirements of the job and participates in staff development activities to improve job-related skills.
21. Demonstrates applicable standards and practices of professional conduct and care in the performance of the job function.
22. Monitors respective work activity for variances and anomalies.
23. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
24. Participates, as assigned, in audits and in the preparation for audits, whether initiated internally or externally.
25. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

General:

26. Consistently demonstrates support towards the campus and district culture, as well as the campus and District's Shared Vision, Mission, and Promise 2 Purpose.
27. Assists campus leadership in the compilation of miscellaneous confidential reports.
28. Attends campus and District meetings and serves on staff committees, as required.
29. Assists in selecting books, equipment, and other instructional materials as needed.
30. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.
31. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols, and standard practices.
32. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.
33. Demonstrates proficient working knowledge and understanding of Microsoft Excel, Word, PowerPoint, and Outlook, Google Shared applications to include Google Sheets, Google Docs, and Google Slides, as well as database systems and applications relevant to the job function.
34. Performs other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- High school diploma or equivalent GED
- Active, In Good Standing, and Duly Obtained Texas Educational Aide Certification
- Five years of experience working in a teaching capacity
- Experience working with adolescent students in a same or similar capacity

CORE KNOWLEDGE, SKILLS & ABILITIES:

Teamwork - Working collaboratively with team members to achieve a goal

Active Listening - gives full attention to what other people are saying, takes time to understand the points being made, asks questions as appropriate, & does not interrupt at inappropriate times

Stress Management – Demonstrates resilience and stress tolerance by continuing to perform effectively when faced with time pressures, adversity, disappointment, or opposition.

Emotional Intelligence - Understands and manages one's own emotions, as well as recognizes and influences the emotions of others.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

Aide, SPED-In-Class Support
Job Description

This position requires frequent sitting, walking, and standing for extended periods of time, as well as frequent reading, seeing, speaking, hearing, listening, organizing, interpreting data and information, operating office equipment, typing using a computer keyboard and mouse, viewing a computer screen monitor, and use of a telephone. This position will regularly require the ability to maintain emotional control during stressful situations. This position may require occasional to frequent lifting, carrying and/or moving of objects of up to 15 lbs or more. The working environment consists of an indoor and climate-controlled setting the majority of the time with occasional exposure to an outdoor and non-climate controlled setting.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ **Employee ID Number:** _____

Employee Signature: _____ **Date:** _____