



## JOB DESCRIPTION

<b>Job Title</b> <b>Aide – Special Education</b> <b>(In Class Support, BASE, ACCESS,</b> <b>Making Connections, PASS, Life</b> <b>Readiness, Behavior Tech)</b>		<b>Duty Days</b> <b>184</b>	<b>Department</b> <b>Special Education</b>
<b>Pay Grade</b> <b>ICS - EA 2</b> <b>BASE, ACCESS, MC,</b> <b>PASS, Life</b> <b>Readiness (w/o</b> <b>CDL) - EA 3</b> <b>Life Readiness</b> <b>(w/CDL), Behavior</b> <b>Tech - EA 4</b>	<b>FLSA</b> <b>Non-Exempt</b>	<b>Date Revised</b> <b>August 2021</b>	<b>Supervisor</b> <b>Campus Principal</b>

### QUALIFICATIONS

- High School Diploma or GED
- Valid Texas aide certification
- Computer Skills
- Experience working with children
- CDL license preferred for **Life Readiness 10, 30, 40**
- Associate's Degree required for **Behavior Tech EA 4**

### Duties Include but are not limited to the following:

- Assume responsibility for learning and adapting to each student's special medical, physical, commutative, emotional, and instructional needs.
- Supervise students individually and in small groups as learning activities are conducted in accordance with teacher direction and per the required instructional program.
- Provide instructional, behavioral, and/or worksite support to students, in accordance with student's IEP, under the direction of and through collaboration with special and general education teachers along with campus administration.
- Participate in daily, weekly, and long range planning with special and/or general education teachers.
- Monitor students in all educational settings daily by collecting and providing data to the student's monitoring teacher.
- Assist in maintenance of accurate and complete academic, behavioral, and/or job skills records of students.
- Assist in, when required, toileting of students with disabilities (**EA3, EA4**).
- Monitor hallways, classrooms, bus arrivals/dismissal, and the cafeteria to ensure student safety as assigned by building administration.
- Provide escort and/or assistance to students as necessary.

- Participate in required in-service training and faculty meetings as required by campus administration.
- Uphold and enforce campus rules, administrative regulations, and state/local policies.
- Maintain confidentiality regarding students' programming, services, and/or progress.
- Transport students to employment and/or training sites (**Life Readiness EA 4**).
- Perform other job-related duties as assigned.

**PHYSICAL & MENTAL DEMANDS:**

- Maintain emotional control under stress.
- Move about inside the classroom or campus to monitor students as necessary.
- Working with students with varying levels of disabilities.
- Work with frequent interruptions.
- Biological exposure to bacteria or communicable diseases.
- Standing, bending, stooping, and lifting.

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 Name (printed):

Employee  
Signature:

Date:

