



**JOB TITLE:** Aide, SPED - ACCESS/MC/ECSE/BASE  
**DATE REVISED:** September 13, 2024  
**REPORTS TO:** Assigned Campus Administrator  
**DEPARTMENT/CAMPUS:** Teaching & Learning: Special Programs  
**PAY GRADE/DUTY DAYS:** EA3, 184  
**FLSA:** Non-Exempt

**JOB PURPOSE SUMMARY:**

The Special Education Aide supports students with disabilities in various educational settings. This role assists teachers in implementing Individualized Education Plans (IEPs), behavior management strategies, and providing individualized instruction to promote student success and independence.

**KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:**

**SPED Support:**

1. Assist in the implementation of Individualized Education Plans (IEPs) by delivering one-on-one or small group instruction tailored to the needs of students with disabilities.
2. Support behavior management by implementing Behavior Intervention Plans (BIPs) and employing de-escalation techniques for students with behavioral challenges.
3. Provide personal care support, including assisting with feeding, toileting, mobility, and other activities of daily living (ADLs) for students with physical or developmental needs.
4. Facilitate the use of assistive technology and communication devices, helping students with limited verbal abilities engage in classroom activities.
5. Monitor student behavior and academic progress, documenting observations and reporting to special education teachers and support staff to inform decision-making.
6. Support the social and emotional development of students by assisting with conflict resolution, emotional regulation, and fostering positive social interactions.
7. Respond to crises, such as emotional outbursts or aggressive behavior, according to established school policies and behavior intervention protocols.
8. Ensure student safety during transitions, recess, and other unstructured times, providing assistance and supervision in various school settings.
9. Collaborate with special education teachers, therapists, and other school staff to ensure that students receive the necessary support in general and special education classrooms.
10. Participate in the collection of behavioral data to track student progress and guide the adaptation of interventions and instructional strategies.
11. Assist with classroom organization and preparation of materials, adapting resources to meet the needs of students with disabilities.

**Compliance:**

1. Performs all duties and tasks in a manner consistent with applicable policies, procedures, and guidelines within the school, as well as all relevant local, state, and federal regulations that pertain to the role of a Special Education Aide.
2. Adheres to confidentiality requirements regarding student information, particularly related to special education services, in compliance with FERPA (Family Educational Rights and Privacy Act) and district policies.
3. Supports the implementation of individualized student plans, such as IEPs, in accordance with district and state guidelines.
4. Complies with health and safety regulations, including those related to student physical support (e.g., lifting, transferring), and follows proper protocols to ensure a safe environment for all students.

5. Participates in relevant professional development and training activities as directed by the school administration or district to maintain competency in supporting students with disabilities.

**General:**

1. Demonstrates support for the campus and district culture, including following the Shared Vision, Mission, and Promise 2 Purpose.
2. Assists school staff with routine clerical duties, such as filing, preparing instructional materials, and maintaining student records as needed.
3. Consistently displays integrity, responsibility, and teamwork in all assigned tasks and collaborates effectively with teachers, administrators, and other staff to support student success.
4. Follows assigned job duties and responsibilities in accordance with established school policies, procedures, and guidelines.
5. Participates in ongoing professional learning and training as required, in collaboration with the supervisor, to stay current on best practices related to special education support.
6. Demonstrates proficiency with basic office software and tools, such as Google Suite and Microsoft Office, as needed for assisting teachers and school staff.
7. Maintains a positive and supportive relationship with students, encouraging independence and growth in alignment with each student's IEP goals.
8. Attends school and district meetings as directed by the supervisor.
9. Performs other duties as assigned by the administrator or special education staff to support the needs of the students and the campus.

**MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS**

- High school diploma or equivalent GED
- Active, In Good Standing, and Duly Obtained Texas Aide Certification
- Prior experience working in a same or similar capacity within a special education program; or
- An equivalent combination of education and work experience

**CORE KNOWLEDGE, SKILLS & ABILITIES:**

**Communication** – Communicates effectively with teachers, students, and staff, listening attentively and expressing ideas clearly to ensure understanding and collaboration.

**Collaboration** – Works as part of a team with teachers, administrators, and other aides to meet the diverse needs of students and to achieve common goals within the classroom and school environment.

**Patience and Adaptability** – Demonstrates the ability to remain calm, patient, and flexible in responding to the changing needs of students with disabilities, adjusting support as required for each unique situation.

**Organization and Problem-Solving** – Exhibits strong organizational skills in managing instructional materials and student data. Employs problem-solving skills to assist with behavior management and classroom tasks efficiently and effectively.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

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 may require occasional to frequent lifting, carrying and/or moving of objects of up to 45 lbs or more, as well as the positioning of students with physical disabilities, controlling of behavior through physical restraint, assisting non-ambulatory students, and lift and move adaptive and other classroom equipment. May work prolonged or irregular hours. 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 with frequent exposure to noise.

**EMPLOYEE ACKNOWLEDGEMENT:**

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**Job Description**

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:** \_\_\_\_\_