



Position: Special Education Aide

Assignment: Special Education Early Childhood Classroom Aide

Wage/Hour Status: Non-exempt

Reports to: Principal/Teacher

Pay Grade: IS331/187 Days

Dept./School: Assigned Campus

Date Revised: Spring 2024

Primary Purpose:

Help meet and/or help special education teacher meet physical and instructional needs of individual students with disabilities inside and outside the special education classroom. Assist with classroom programs and with the implementation of Individualized Education Programs (IEP), including self-help, behavior management and instruction programs. Work under general supervision of principal and immediate direction of certified teacher. Primarily works with children between the ages of 3-5. Assist with student feeding, self-care, and toileting.

Qualifications:

Minimum Education/Certification:

- Valid Texas Educational Aide certificate
- Minimum 48 hours at institute of higher learning or
- Associate degree or passed local or state assessment tool.

Special Knowledge/Skills/Experience:

- Ability to work with children with disabilities.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively.
- Knowledge of general office equipment
- Two years of experience working with children

Major Responsibilities and Duties:

- 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.
- Assist students with physical needs and personal care, including feeding, bathroom needs and personal hygiene.
- Help manage the behavior of students. This includes intervening in crisis situations and restraining disruptive students as specialized training and state and local policy warrant.
- Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
- Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
- Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty, as assigned by principal and/or teacher supervisor.
- Keep teacher informed of special needs or problems of assigned students.
- Help teacher prepare instructional materials and classroom displays.

- Assist with inventory, care, and maintenance of equipment.
- Assist in maintaining a neat and orderly classroom.
- Help teacher keep administrative records and prepare required reports.
- Provide orientation and assistance to substitute teachers.
- Reinforce academic or developmental skills requiring extensive repetition or drill, and practice on skills which have been previously taught by the supervising teacher.
- Work with individual students or small groups to conduct instructional exercises assigned by the teacher. Some hand over hand instruction may be required.
- Must have training and abide by rules of confidentiality and must refer any questions regarding a student back to the special education professional responsible for that student on the campus.
- Uphold and enforce federal, state, and local policy, procedures and guidelines, and specific campus procedures and guidelines.
- Work cooperatively with campus and district personnel.
- Contribute toward positive and professional learning environment in the school.
- Some situations may include working with students who display aggressive behaviors. Attend training to manage the behavior of students who display aggressive behaviors.
- Assist in follow-up phone calls for ARD (Admission, Review and Dismissal) notification.
- Maintain confidentiality.
- Participate in staff development programs, faculty meetings and special events as assigned.
- Assist with and administer assessments.

Mental Demands/Physical Demands/Environmental Factors:

- Personal computer and peripherals, and other instructional equipment
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting.
- Frequent walking
- May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist non-ambulatory students, and lift and move adaptive and other classroom equipment.
- Exposure to biological hazards
- Maintain emotional control under stress; work prolonged or irregular hours; work with frequent interruptions.

OTHER: All employees are to follow district safety protocols and emergency procedures.

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. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name