



Position: Special Education Aide

Assignment: Special Education SDI Resource/Inclusion 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:

Assist special education teachers in meeting the instructional needs of individual students with disabilities in various school settings. Assist with classroom programming and the implementation of Individualized Education Programs (IEP), including self-help, behavior management, and instructional programs. Work under general supervision of the principal and immediate direction of the certified teacher.

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:

- Desire to work with children with disabilities
- Follow verbal and written instructions
- Communicate effectively
- Knowledge of technology and general office equipment
- Two years of experience working with children preferred

Major Responsibilities and Duties:

- Direct individual students or small groups in completing instructional assignments.
- Reinforce academic or developmental skills which have been previously taught.
- Supervise students throughout the school day including lunchroom, bus, and playground duty.
- Assist teacher in preparing instructional materials.
- Assist with inventory, care, and maintenance of equipment.
- Assist in maintaining a neat and orderly classroom.
- Gather data and other required information to assist teachers with progress monitoring.
- Implement positive behavior supports to manage the behavior of students.
- Intervene in crisis situations utilizing specialized training as required by state and local policy.
- Assume responsibility for learning and adapting to each student's special medical, physical, communication, and emotional needs.
- Inform the teacher of issues requiring immediate assistance.
- Provide support to substitute teachers on routines/schedules.
- Abide by rules of confidentiality.
- Comply with federal, state, and local policy, procedures and guidelines, and specific campus procedures and guidelines.

- Contribute toward a positive and professional learning environment in the school.
- Participate in staff development programs, faculty meetings, and special events as assigned.
- Fulfill other responsibilities and duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals; specialized positioning equipment
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Frequent walking; occasional fast-paced walking
- Occasional light lifting (25 pounds or less); assist non-ambulatory students; lift and move adaptive and other classroom equipment
- Exposure to biological hazards
- Maintain emotional control under stress; work with frequent interruptions; frequent multi-tasking; during crisis intervention, promote safety using district approved restraints & control techniques

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