



Position: Special Education Aide

Assignment: Positive Learning Environment/ISS Aide

Wage /Hour Status: Non-Exempt

Reports to: Principal

Pay Grade: IS331/187 Days

Dept./School: Assigned Campus

Date Revised: Spring 2024

Primary Purpose:

Supervise students assigned to Positive Learning Environment/In School Suspension (PLE/ISS) classrooms for disciplinary or other administrative reasons. Provide classroom structure, academic support, and behavior management that results in a safe and respectful learning environment and successful completion of the disciplinary placement for all students.

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 well with children
- Experience working in a school setting or with children or young adults preferred
- Ability to recognize escalating behavior and use de-escalation strategies to reduce conflict or crisis situations
- Ability to implement alternative methods of helping student reset academically and emotionally
- Effective written and verbal communication skills
- Working knowledge of Microsoft Outlook, Excel, Word, and PowerPoint
- Working knowledge of Google Applications for Education preferred

Major Responsibilities and Duties:

- Partner with MTSS interventionists to develop and implement evidence-based strategies to help students succeed in the general education environment.
- Utilize de-escalation strategies to support students in the Positive Learning Environment/In School Suspension (PLE/ISS) classroom.
- Work with certified teachers and campus administrators to establish and maintain an orderly and highly structured classroom environment.
- Establish and enforce classroom rules and expectations that align with district and campus policy and guidelines.
- Provide academic and behavioral support along with Tier 2 and 3 interventions for designated MTSS students
- Monitor student completion of assignments and consult classroom teachers regarding student needs for additional support and resources to insure student academic success.
- Distribute, collect, and check student assignments for accuracy.
- Maintain data collection probes for designated students with MTSS interventions

- Maintain individual files of completed student assignments and return to classroom teachers, and ensure that there is timely communication with teachers about assignment progress and completion
- Provide restorative lessons for resetting behaviors and actions that resulted in discipline
- Provide follow up for social skills instruction
- Manage student behavior using behavior management techniques, interventions, and disciplinary actions that align with LISD Board policies, administrative regulations, campus rules and expectations, and Individual Education Plans (IEPs).
- Accurately track and record student attendance per district and campus guidelines
- Supervise students assigned to PLE/ISS at all times, including during lunch, bathroom breaks, and other times outside the PLE/ISS classroom.
- Provide alternative coaching and support to students who may need guidance on resetting behaviors after discipline
- Always maintain student confidentiality.
- Participate in staff development training programs, faculty meetings, and special event as assigned.
- Complete all other duties as assigned by campus administrators.
- Engage in all job-related responsibilities in a way that aligns with and supports LISD's Four Cornerstones.

Mental Demands/Physical Demands/Environmental Factors:

- Personal computer and peripherals; standard instructional equipment
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Frequent walking
- Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment
- Work inside, may work outside, regular exposure to noise
- Maintain emotional control under stress; work prolonged or irregular hours

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