

Lufkin Independent School District Special Education Self-Contained Aide



Job Title: Special Education Aide-Self Contained

Exemption Status/Test: Nonexempt

Reports to: Principal and teacher(s)

Date Revised: 1/2019

Dept./School: Assigned Campus

Primary Purpose:

Help meet physical and instructional needs of students with disabilities in a self-contained classroom. Assist in implementation of classroom programs, including self-help, behavior management, and instruction programs. Work under general supervision of principal and immediate direction of certified teacher.

Qualifications:

Education/Certification:

Associate's degree, two years of study at an institution of higher learning, or have met formal academic assessment as required by the Every Student Succeeds Act (ESSA)
Valid Texas educational aide certificate

Special Knowledge/Skills:

Ability to work with children with disabilities
Ability to follow verbal and written instructions
Ability to communicate effectively
Knowledge of general office equipment

Experience:

Some experience working with children

Major Responsibilities and Duties:

Instructional Support

1. Help teacher prepare instructional materials and classroom displays.
2. Help maintain a neat and orderly classroom.
3. Help with inventory, care, and maintenance of equipment.
4. Help teacher keep administrative records and prepare required reports.
5. Provide orientation and assistance to substitute teachers.

Student Management

6. Assist students with physical disabilities according to their needs including transferring to and from wheelchairs; lifting; positioning; or assisting students with personal care such as feeding, bathroom needs, and personal hygiene.
7. Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous students as needed.

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8. Recognize differences in each student's special medical, physical, communicative, and emotional needs and adapt methods and interaction accordingly.
9. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
10. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.
11. Keep teacher informed of special needs or problems of individual students.

Other

12. Maintain confidentiality.
13. Participate in staff development training programs, faculty meetings, and special events as assigned.

Customer Care Skills

14. Provide professional communication with students, parents, community members, staff, and other professionals at all times.
15. Use proper phone etiquette at all times, speaking slowly and clearly. Take reliable messages, and route to the appropriate staff.
16. Ensure superior customer care skills are used via eye contact, facial expressions, voice inflections, body language, and an attitude of "going the extra mile" for others.
17. Ensure all requests for information are dealt with in an appropriate timeframe.
18. Create and maintain a welcoming, service-oriented environment toward all internal and external customers.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment; other specialized and adaptive equipment used by students

Posture: Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking and reaching

Lifting: Frequent light lifting and carrying (less than 15 pounds); Occasional heavy lifting (45 pounds or over) and positioning or students with physical disabilities, controlling behavior through physical restraint, assisting nonambulatory students, and lifting and moving adaptive and other classroom equipment

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; exposure to biological hazards (bacteria, communicable diseases)

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Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____