



Job Descriptions Montgomery Independent School District

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| Job Title: Special Education PASS Aide | Exemption Status/Test: Nonexempt |
| Reports to: Principal and Teacher(s) Assigned | Date Revised: April 2025 |
| Dept./School: Assigned Campus | Salary: PG 3 Clerical/Paraprofessional Hiring Schedule |

Primary Purpose:

Provide instructional assistance to special education students under the direct supervision of a certified teacher. Assist in providing PBIS to students who struggle with behavioral challenges as well as provide data tracking for those students.

Qualifications:

Education/Certification:

Applicant must be at least 18 years of age
High school diploma or hold a General Educational Development (GED) certificate
Have met formal academic assessment, associate degree, or two years of study at an institution of higher learning*
Valid Texas educational aide certificate (can apply after hiring)

Special Knowledge/Skills:

Ability to assist in instructing reading, writing, and mathematics
Ability to work well with children
Ability to communicate effectively

Experience:

Some experience working with children

Major Responsibilities and Duties:

Instructional Support

1. Provide student support in individual and small-group settings for those with behavioral needs
2. Implement Behavior Intervention Plans (BIPs) and classroom management strategies
3. Monitor and document student behavior, progress, and incidents
4. Support students in developing social, emotional, and communication skills
5. Use positive behavior strategies and de-escalation techniques
6. Supervise students in classrooms, hallways, cafeteria, recess, and transitions

7. Help maintain a safe and structured environment
8. Assist with crisis intervention when needed (following district protocols)
9. Maintain confidentiality of student records and information
10. Perform clerical tasks as assigned

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment

Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping

Motion: Moderate walking

Lifting: Regular light lifting and carrying (less than 15 pounds)

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

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

**Required by Every Student Succeeds Act (ESSA) for aides who are providing instructional support in Title I, Part A program.*

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.

Printed Name _____ ID # _____ Campus _____

Signature _____ Date _____