



## Navarro ISD Job Description Special Education Aide – Inclusion

**Job Title:** Special Education Aide – Inclusion  
**Reports to:** Principal & Special Education Director  
**Dept/School:** Assigned Campus

**Wage/Hour Status:** Non-Exempt  
**Pay Grade:** PS2  
**Days Employed:** 182

### Primary Purpose:

***Be the essential support that empowers uniquely capable students to succeed!***

Assist special education teacher(s) in providing for physical and instructional needs of students with disabilities in special education setting. 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 and collaboration with special education director.

### Required:

High School Diploma or GED certificate  
Valid Texas Educational Aide certificate  
Acceptable background check and fingerprinting results

### Preferred:

48 or more college hours  
Bilingual – Spanish/English

### Special Knowledge/Skills:

- Ability to work with children with disabilities
- Ability to follow verbal and written instructions
- Ability to communicate effectively
- Ability to lift 50 lbs.
- Knowledge of general office equipment
- Willing to be trained in Crisis Prevention and Intervention Strategies

### Experience:

Some experience working with children with disabilities

### Major Responsibilities and Duties:

#### Instructional Support

1. Help teacher prepare instructional materials and classroom displays.
2. Help maintain a neat and orderly classroom.
3. Assist teacher in keeping behavioral records
4. Assist with inventory, care, and maintenance of equipment.
5. Assist teacher with administrative records and report preparation.
6. Provide orientation and assistance to substitute teachers.

#### Student Management

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7. Assist students with disabilities at the academic grade level appropriate for the assignment.
8. Conduct instructional activities outlined by teacher and work with students to develop and attain various academic and instructional goals and skills.
9. Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed.
10. Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.
11. Assume responsibility for student learning and adapting to each student's academic, communicative, and emotional needs.
12. Work with individual students or small groups to reinforce learning activities assigned by teacher.
13. Follow behavior intervention plans and procedures.
14. Help supervise students throughout the school day, inside and outside the classroom.
15. Keep teacher informed of special needs or problems of individual students.

**Other:**

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

**Supervisory Responsibilities:**

None

**Equipment Used:**

Wheelchair lift, Personal computer and appropriate software, copier, and audiovisual equipment.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress; frequent standing, occasional walking, stooping, and bending. Biological exposure to bacteria and communicable diseases; Possible restraint and intervention in crisis situations; frequent standing, stooping, bending, kneeling, pushing and pulling; heavy lifting of students

**The preceding job description states the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive list of all duties, responsibilities, and qualifications required of employees to perform this job.**

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_