



Navarro ISD Job Description

Special Education Aide – Inclusion 1:1

Job Title: Special Education Aide – Inclusion 1:1
Reports to: Principal & Special Education Director
Dept/School: Assigned Campus

Wage/Hour Status: Non-Exempt
Pay Grade: PS3
Days Employed: 182

Primary Purpose:

Provide the consistent, dedicated support that unlocks a student's potential!

Assist special education teacher(s) in providing for physical and instructional needs of students with disabilities in special education setting. May also support general education students when needed. 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.

Primarily works one on one with a student.

Funding:

- If a specific student is being supported and their IEP no longer indicates the need for this level of support or if they leave the district, this position may be dissolved.
- This position is dual funded through special education and general education.

Required:

High School Diploma or GED certificate
Valid Texas Educational Aide certificate (can apply for it after being hired)
Acceptable background check and fingerprinting results
Some experience working with students, either in or out of a school setting

Preferred:

Associates or Bachelor's Degree or 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.

Navarro ISD Job Description
Special Education Aide – Inclusion 1:1

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

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.

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Reviewed by _____ Date _____

Received by _____ Date _____