



PECOS-BARSTOW-TOYAH ISD

Job Title: Special Education Aide-Self Contained
Reports to: Principal/Teacher Assigned
Dept./School: Assigned Campus

Exemption Status/Test: Nonexempt
Pay Grade: Clerical/Paraprofessional
Date Revised: 02.19.2021

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:

High school diploma or General Educational Development (GED) certificate

Texas instructional aide certificate

Have met formal academic assessment, associate's degree, or two years of study at an institution of higher learning*

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

General Responsibilities and Duties:

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the District.
- Follow and support Board Policies in areas of related responsibility.
- Ensure District resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of District success plans.
- Actively participate in ongoing development to improve work quality and District contribution.
- Model integrity, work ethic, and professionalism as a suitable example for PBT-ISD students.

Major Responsibilities and Duties:

Instructional Support

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

Other

12. Maintain confidentiality.
13. Participate in staff development training programs, faculty meetings, and special events as assigned.
14. Follow district safety protocols and emergency procedures.

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); occasional moderate lifting and carrying (15–44 pounds)

Environment

- Work inside; may occasionally work outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

Mental Demands

- Work with frequent interruptions; maintain emotional control under stress
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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: _____