



Pecos-Barstow-Toyah

Independent School District

Job Title: SpEd Self Contained Aide
Reports to: Principal and Teacher(s)
Assigned
Dept./School: Campus Assigned

Exemption Status/Test: Nonexempt
Pay Grade: Clerical/Paraprofessional
Revised: 09.08.2025

Primary Purpose:

Help meet physical and instructional needs of individual students with disabilities inside and outside the classroom. Assist with the implementation of Individual Education Plans (IEP), including self-help, behavior management, and instruction programs. Work under general supervision of the principal and immediate direction of a certified teacher.

Qualifications:

Education/Certification:

High school diploma or hold a General Educational Development (GED) certificate

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

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

Experience:

One-year 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.
- Actively participate in ongoing development to improve overall job performance.
- 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. Provide orientation and assistance to substitute teachers.

Student Management

5. Help meet the individual needs of student(s) including transferring to and from wheelchairs; lifting and positioning; interpreting instructions; and assisting with physical needs and personal care such as feeding, bathroom needs, and personal hygiene.
6. Help manage the behavior of assigned student(s). This includes intervening in crisis situations and restraining disruptive or dangerous students per teacher/admin direction.
7. Recognize differences in student's special medical, physical, communicative, and emotional needs and adapt methods and interaction accordingly.
8. Work with assigned student(s) or small groups to develop motor skills and conduct instructional exercises assigned by the teacher.
9. Assist assigned students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.
10. Keep the teacher informed of special needs or problems of assigned student(s).

Other

11. Maintain confidentiality.
12. Participate in professional development programs, faculty meetings, and special events as assigned.
13. 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; 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 of students with physical disabilities, controlling behavior through physical restraint, assisting non ambulatory 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)

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.

Reviewed by:_____ Date:_____

Received by:_____ Date:_____