



Pecos-Barstow-Toyah

Independent School District

Job Title: SpEd Inclusion 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 emotional and instructional needs of individual students with disabilities in a general education classroom. Assist with the implementation of classroom programs, 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*

Special Knowledge/Skills:

Ability to work with children with disabilities Ability to follow verbal and written instructions Ability to communicate effectively

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.
- 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 provide adapted instructional support to student(s) according to their IEP.
2. Provide orientation and assistance to substitute teachers.

Student Management

3. Keep teachers informed of special needs or problems of individual students.
4. Help manage the behavior of assigned student(s). This includes intervening in crisis situations and restraining disruptive or dangerous students per teacher/admin direction.
5. Recognize differences in student's special medical, physical, communicative, and emotional needs and adapt methods and interaction accordingly.
6. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.

Other

7. Maintain confidentiality.
8. Participate in professional development programs, faculty meetings, and special events as assigned.
9. 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; kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion:

- Moderate walking and reaching

Lifting:

- Frequent light lifting and carrying (less than 15 pounds); Occasional heavy lifting (45 pounds or over)

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.

Reviewed by:_____ Date:_____

Received by:_____ Date:_____