

Job Title: Special Education Aide**Wage/Hour Status:** Nonexempt**Reports to:** Principal and Teacher(s) Assigned**Work Year:** 177 days**Dept./School:** Assigned campus

Primary Purpose:

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

Qualifications:**Education/Certification:**

Associate's degree, two years of study at an institution of higher learning, or have met formal academic assessment

Or must obtain Valid Texas educational aide certificate

Content Mastery

Special Knowledge/Skills:

Strong math and reading skills

Ability to work with children with disabilities

Ability to follow verbal and written instructions

Ability to communicate effectively

Experience:

Two years' experience working with children

Major Responsibilities and Duties:**Student Management**

1. Help meet the individual needs of student(s) including; interpreting instructions; and assisting with physical needs and personal care.
2. Help manage the behavior of assigned student(s). This includes intervening in crisis situations and restraining disruptive or dangerous student as needed.
3. Recognize differences in student's special medical, physical, communicative, and emotional needs and adapt methods and interaction according.
4. Work with assigned student(s) or small groups to develop motor skills and conduct instructional exercises assigned by teacher.

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5. Assist assigned students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
 6. Keep teacher informed of special needs or problems of assigned student(s).

Other

7. Maintain confidentiality.
8. Participate in professional development programs, faculty meetings, and special events as assigned.

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 or students with physical disabilities, controlling behavior through physical restraint, assisting nonambulatory students, and lifting and moving adaptive and other classroom equipment

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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.

Employee Signature

Date

Principal Signature

Date