



## **SEGUIN INDEPENDENT SCHOOL DISTRICT**

### **Job Description**

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**JOB TITLE:** Special Education Aide  
**REPORTS TO:** Principal  
**DEPT/SCHOOL:** Campus

**WAGE/HOUR STATUS:** Non-Exempt  
**PAY GRADE:** Clerical/Tech (2)  
**DAYS EMPLOYED:** 186  
**DATE REVISED:** December 2024

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#### **PRIMARY PURPOSE:**

Assist the teacher in the preparation and management of the classroom activities and administrative requirements. Work under the supervision of one or more certified teachers.

#### **QUALIFICATIONS:**

##### **Education/Certification:**

Associate Degree  
2 years of college (48 hrs) from an Institute of Higher Education  
Or hold a Certificate of Qualification for Paraprofessionals  
\*Must apply for TEA Instructional Aide Certification\*\*

##### **Special Knowledge/Skills:**

Effective communication and interpersonal skills  
Ability to work well with children  
General knowledge of office equipment

#### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assist the teacher in preparing instructional material and classroom displays.
2. Assist with the administration and scoring of objective testing instruments or work assignments.
3. Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
4. Provide orientation and assistance to substitute teachers.
5. Assist the teacher in keeping administrative records and preparing required reports.
6. Keep the teacher informed of any special needs or problems of individual students.
7. Uphold and enforce school rules, administrative regulations, and state and local board policy.
8. Assist in supervising students throughout the school day.
9. Assist in maintaining a neat and orderly classroom.
10. Assist in inventory, care, and maintenance of equipment.
11. Participate in staff development training programs, faculty meetings, and special events.
12. Responsible for learning and adapting to each student's medical, physical, communicative and emotional needs.
13. Toileting and grooming assistance.
14. Regular exposure to noise.

15. Report to work on time every day.
14. Perform additional duties and accepts other responsibilities as may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

**EQUIPMENT USED:** Uses copier, calculator, PC, mainframe, printer, fax machine, and/or any new Technology equipment and devise as acquired by the district

**WORKING CONDITIONS:**

**Mental Demands:**

Reading; ability to communicate effectively (written and verbal); ability to maintain emotional control under stress; ability to handle all types of behavior

**Physical Demands/Environment Factors:**

Excessive standing, stooping, bending and lifting

**Other:** Able to assist with unloading and loading students.

**REMOTE LEARNING:**

Be available by phone, email, or video conferencing during indicated work hours (confirm expected work hours with campus administration) to confer with district personnel, students, and/or parents. The rest of the workday is committed to planning, preparing, implementing, and providing support to campus teachers, as instructed by administration.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of paraprofessional personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_