

**Job Title:** Special Education Aide

**Exemption Status:** Non-Exempt

**Reports to:** Principal

**Pay Grade/Days:** Clerical 3/187

**Dept./School:** Assigned Campus

**Date Revised:** 10/28/2025

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### **Primary Purpose:**

Help meet physical and instructional needs of individual students with disabilities in an effort to provide them with the support needed to gain full benefits from the district's special education program. Work under general supervision of principal and direction of classroom teacher.

### **Qualifications:**

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

High school diploma or GED and ESSA or NCLB Certificate  
OR Associates degree or 48 college hours from an accredited college  
Candidate must have satisfactory outcome of fingerprinting check

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

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

#### **Experience:**

Two years of experience working successfully with children (preferred)

### **Major Responsibilities and Duties:**

1. Help meet the individual needs of students, including transferring them to and from wheelchairs, lifting and positioning them, and signing or interpreting instructions for them, etc.
2. Help students take care of physical needs and personal care including feeding, bathroom needs, and personal hygiene.
3. Help manage the behavior of assigned students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed using crisis prevention intervention techniques.
4. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.

- 5. Work with assigned students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
- 6. Assist assigned students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
- 7. Keep teacher informed of special needs or problems of assigned students.
- 8. Participate in professional development programs, faculty meetings, and special events as assigned.
- 9. Daily attendance and punctuality are essential functions of the job.
- 10. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Frequent standing, stooping, bending, kneeling, pushing and pulling

**Motion:** Repetitive hand motions and reaching

**Lifting:** May be required to lift and position students with physical disabilities; occasional light lifting and carrying (up to 40+ lbs.)

**Environment:** Occasional district-wide travel; exposure to biological hazards and moderate to heavy lifting required

**Mental Demands:** Maintain emotional control under stress; control behavior through physical restraint; and assist non-ambulatory students

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 \_\_\_\_\_