# Terrell I.S.D. Job Description

*Terrell Independent School District is an Equal Opportunity Employer*

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District.

In accordance with Terrell ISD Board Policy DC (LOCAL) the following position is posted:

**Job Title:** Special Education Self Contained Aide

**Work Days:** 171

**Reports to:** Principal

**Pay Grade:** According to TISD Salary Schedule

**Dept./School:** Campus Assigned

**Start Date:** 2026-2027 School Year

**Contact Person:** Jasmine Castaneda
Human Resources Specialist

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**Primary purpose:**

Help special education teacher provide for physical and instructional needs of students with disabilities in special education setting. Assist in implementation of classroom programs, including self-help, behavior management and instruction programs. Work under general supervision of principal and immediate direction of certified teacher. *Services may be provided in the following classes: Life Skills, Connections, Autism, or BAC.*

**Qualifications:**

**Education/Certification/License:**
High School diploma or GED
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
Knowledge of general office equipment

**Experience:**
Experience working with children

**Instructional Support**

1. Help teacher prepare instructional materials and classroom displays.
2. Help maintain a neat and orderly classroom.
3. Help with inventory, care and maintenance of equipment.
4. Help teacher keep administrative records and prepare required reports.

**Student Management**

5. Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting or positioning.
6. Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed.
7. Assume responsibility for learning and adapting to each student's special medical, physical, communicative and emotional needs.
8. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
9. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus and playground duty.
10. Keep teacher informed of special needs or problems of individual students.

**Other**

11. Maintain confidentiality.

12. Participate in staff development training programs, faculty meetings and special events as assigned.
13. Maintain friendly customer service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
14. Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
15. Maintain a positive and professional tone in all communications (i.e., email, written, and verbal)
16. Perform other duties and accept other responsibilities as assigned.

**Equipment Used:**
Wheel chair lift, ramp, personal computer, copier and audio visual equipment.

**Working Conditions:**
**Mental Demands, Physical Demands, Environmental Factors**:
Maintain emotional control under stress. Frequent, standing, stooping, bending, kneeling, pushing and pulling; regular heavy lifting of students. Biological exposure to bacteria and communicable diseases.
Daily in-person attendance is an essential function for this position.

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

**Application Procedures**
**District Employees:**
1. Complete an internal application online at https://www.applitrack.com/terrellisd/onlineapp/
   a. You may attach an updated resume
   b. You may attach a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Other credentials as applicable

**Outside Applicants:**
1. Online Application https://www.applitrack.com/terrellisd/onlineapp
   a. You may attach a resume and a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
   b. Other credentials as applicable
2. Official transcript(s) will be requested after a recommendation for hire is received

**Terrell ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:**

Melissa Nichols; *Executive Director of Human Resources*
700 North Catherine Street
Terrell, Texas 75160
Office Number: 972-563-7504
Email: melissa.nichols@terrellisd.org