

# United Independent School District

## Department of Human Resources

### OFFICE AIDE - SPECIAL EDUCATION

#### Campus Assignment

**Primary Purpose:**

Assists the special education teacher(s) in the preparation and management of proper documents. Assures that all data is recorded accurately in meeting timelines. Work under the supervision of the Special Education Director/Coordinator/Campus Administrator.

**Educational Qualifications:**

- High School Diploma or GED
- Have a familiarity with the school community he/she serves
- Demonstrate appropriate proficiency in basic communication oral and writing techniques and language to provide the necessary assistance to the special education teacher
- Have a constructive and cooperative attitude toward the duties of the school, the staff and the student

**Major Responsibilities and Duties:**

1. Assist the special education diagnostician (case manager) in keeping administrative records, assisting in scheduling ARD meetings, completing ARD notices, and contacting parents.
2. Assist the special education teacher(s) in keeping administrative records, assisting in scheduling ARD meetings, completing ARD notices, and contacting parents (campus based).
3. Ensure that all Special Education paperwork is maintained accurately and within timelines.
4. Work cooperatively with other faculty members and aides to plan and carry out effective school programs.
5. Assist with special education PEIMS submissions to ensure compliance.
6. Verify student information with campus clerical personnel.
7. Provide special education staff and campuses with logs, rosters, and data reports.
8. Correspond with other agencies to requests/release confidential special education information and/or records.
9. Distribute special education forms to campuses and special education staff.
10. Maintain confidentiality at all times.
11. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
12. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
13. Assist in maintaining a safe and healthy work environment.

**Distance Learning and Virtual Instruction Duties and Responsibilities**

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

14. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
15. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

**Working Conditions:**

Maintain emotional control under stress. Some bending, lifting and stooping while performing job related functions. Some bending, lifting and stooping while performing job related functions. Exposure to heat, cold and dusty conditions.

**Office Aide – Special Education (continued)****Distance Learning Working Conditions:**

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours.

**Terms of Employment:**

Wage / Hour Status: Non Exempt

Minimum Salary: \$19,393

Pay Grade: 2

Minimum Work Days: 193

Months / Hours per Day: 10 / 8

**Date Last Revised:** 01/22

*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 skill that may be required.*