

United Independent School District

Department of Human Resources

SPECIAL EDUCATION AIDE (Content Mastery, Early Childhood, Resource)

Campus Assignment

Primary Purpose:

Assist the special education teacher to provide for the physical and instructional needs of students with disabilities in a special education setting, including distance learning or virtual instruction. Assist in the implementation of classroom programs, including self-help, behavior management, and instruction. Work under the general supervision of the principal and the immediate direction of a teacher.

Educational Qualifications:

- High School Diploma or GED
- Associates Degree and/or Bachelors degree required
OR
- Minimum of 48 college hours or more
OR
- Must be a current active UISD Substitute Teacher that has successfully completed the Paraprofessional Assessment of Knowledge and Skills (PAKS) with at least one (1) year of service with the District
- Valid Texas Educational Aide Certificate
- Two years of experience working with children
- Ability to work well with children with disabilities
- Ability to follow verbal and written instructions
- Knowledge of general office equipment
- Uses Wheelchair lift, ramps, personal computer, copier, typewriter, and audio-visual equipment

Major Responsibilities and Duties:

1. Uphold and enforce school rules, administrative regulations, and state and local board policy.
2. Assist students with physical disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning.
3. Assist students with physical needs and personal care including feeding, bathroom needs, and personal hygiene.
4. Assist in managing the behavior of students and crisis intervention, including restraining disruptive or dangerous physical behavior as needed.
5. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
6. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by the teacher.
7. Assist in supervising students throughout the school day, both inside and outside the classroom, including lunchroom, bus duty, and playground.
8. Keep the teacher informed of any special needs or problems of individual students.
9. Assist the teacher in preparing instructional materials and classroom displays.
10. Assist in maintaining a neat and orderly classroom.
11. Assist in inventory, care, and maintenance of equipment.
12. Assist the teacher in keeping administrative records and preparing required reports.
13. Provide orientation and assistance to substitute teachers.
14. Maintain confidentiality.
15. Participate in staff development training programs, faculty meetings, and special events, as needed.
16. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.

Special Education Aide (continued)

17. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
18. 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.

19. 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.
20. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

Working Conditions:

Reading; ability to communicate effectively (verbal); 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.

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:	\$15,705
Pay Grade:	1A
Minimum Work Days:	183
Months / Hours per Day:	10 / 7

Date Last Revised: 07/20

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.