

Job Title: Special Education Instructional Aide

Exemption Status/Test: Nonexempt

Reports to: Principal and Teacher(s)

Date Revised: 2021

Dept./School: Assigned Campus

Pay Grade: SS 1

Primary Purpose:

Help meet physical and instructional needs of individual students with disabilities inside and outside the classroom. Assist with the implementation of Individual Education Plans (IEP), including self-help, behavior management, and instruction programs. Work under general supervision of principal and immediate direction of the certified teacher.

Qualifications:

Education/Certification:

High school diploma or equivalent

Valid Texas educational aide certificate

Have met formal academic assessment, associate's degree, or two years of study at an institution of higher learning (*required by Every Student Succeeds Act (ESSA) for aides who are providing instructional support in Title I, Part A program*)

Special Knowledge/Skills/Abilities:

Knowledge of general office equipment

Excellent public relations, organization, communication, and interpersonal skills

Ability to work with children with disabilities

Ability to follow verbal and written instructions

Ability to communicate effectively

Experience:

Some experience working with children

Major Responsibilities and Duties:

Instructional Support

1. Provide instruction to students under the direction of teacher. Work with individual students or small groups.
2. Assist teacher in preparing instructional materials, which includes but is not limited to classroom displays.
3. Assist with administration and scoring of objective testing instruments or work assignments.
4. Help maintain neat and orderly classroom.
5. Help with inventory, care, and maintenance of equipment.
6. Help teacher keep administrative records and prepare required reports.
7. Provide orientation and assistance to substitute teachers.

Student Management

8. Help meet the individual needs of student(s) including transferring to and from wheelchairs; lifting and positioning; interpreting instructions; drills and exercises; and assisting with physical needs and personal care such as feeding, bathroom needs, and personal hygiene.
9. Help manage the behavior of assigned student(s). This includes intervening in crisis situations and restraining disruptive or dangerous student as needed.
10. Recognize differences in student's special medical, physical, communicative, and emotional needs and adapt methods and interaction accordingly.
11. Work with assigned (inclusive) vs individual (self contained) student(s) or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
12. Assist assigned students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
13. Keep teacher informed of special needs or problems of assigned and/or individual student(s).

Other

14. Participate in professional development programs, faculty meetings, and special events as assigned.
15. Maintain confidentiality and comply with policies established by federal and state law, State Board of Education Rule, and Local Board Policy.
16. Demonstrate superior customer service with district staff, students, and community stakeholders.
17. Follow district safety protocols and emergency procedures and support students with safety drills and exercises.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment; other specialized and adaptive equipment used by students

Posture: Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking and reaching

Lifting: Frequent light lifting and carrying (less than 15 pounds); Occasional heavy lifting (45 pounds or over) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting nonambulatory students, and lifting and moving adaptive and other classroom equipment

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; exposure to biological hazards (bacteria, communicable diseases)

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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.

Employee Name: _____

Employee Signature: _____ Date: _____