

Special Education Aide Job Description



Job Title: Special Education Aide **FSLA:** Non-Exempt
Reports to: Principal and Supervisor Assigned **Pay Grade:** 2106B
Dept. /School: Assigned Campus **Calendar Days:** 187
Revised: 12.3.19

Primary Purpose

Provide instructional assistance to students under the direct supervision of a certified teacher. Assist in preparing, conducting, and managing of classroom activities.

Qualifications

Education/Experience: 48 college hours AND two years of child related work experience

Special Knowledge/Skills:

Ability to assist in instructing reading, writing, and mathematics
Ability to work well with children
Ability to communicate effectively

Major Responsibilities and Duties

Instructional Support

1. Under the supervision of the teacher, assist in the implementation of the Individual Educational Program (IEPs) goals and objectives for special education students to improve student achievement.
2. Assist in the documentation of progression/regression in IEP goals and objectives, as well as other documentation requested by the teacher, therapist or nursing staff.
3. Assist with teacher-planned activities, exercises and drills.
4. Assist in carrying out the instructional and therapy programs.
5. Use adaptive equipment, communication and educational devices as needed.
6. Assist in other educational settings with students with disabilities (e.g., Community Based Instruction, Physical Education, Music, Cafeteria, Bus Arrival and Dismissal, Field Trips)
7. Assist in preparation, use and maintenance of instructional materials and equipment.
8. Assist when needed in helping students in self-care and personal-hygiene needs such as feeding, toileting, diapering, etc.
9. Participate in planned professional development and professional growth activities.

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10. Maintain professional ethics and exercise self-control over actions and words with students, parents, and staff members.
11. Restrain disruptive students following the guidelines prescribed in the Texas Behavioral Support Initiative (TBSI).
12. Adhere to federal, state, district and school policies and procedures.
13. Maintain confidentiality of student records.
14. Assume other duties as assigned by campus principal, supervisor assigned to, and the Superintendent of Schools.

Supervisory Responsibilities

None

Evaluation

The Special Educations Aide's evaluation is a responsibility resting with the Principal. An evaluation shall be completed in writing at least once during the course of the school year.

Work Environment

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; adaptive, communication, and educational equipment

Posture: Frequently stand, stoop, kneel, climb, bend, crouch, push and pull

Motion: Moderate walking

Lifting: Lifting and positioning of students; possible restraining students; regular light lifting and carrying

Environment: Work inside and occasionally outside; help students with personal hygiene activities

Mental Demands: Work with 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.