



Job Title: June 2025 ESY Summer School Educational Aide- Special Education

Reports to: Special Education Program Specialist and Campus Administrator

Dept./School: Assigned Summer School Campus

Rate of Pay: \$20/hour

Primary Purpose:

Assist the summer schoolteacher in preparation and management of classroom activities and administrative requirements. Work under supervision of a certified summer schoolteacher.

Qualifications:

- The position is open to current Special Education Teacher Assistants in EISD.

Work Schedule:

- June 2 – June 9 (9 days)
- Monday through Friday
- 7:30 am – 2:30
- No additional training dates will be held

Major Responsibilities and Duties:

1. Ability to work with students with mild to moderate learning and physical disabilities and/or mild to severe emotional disabilities.
2. Ability to work as a member of a team to provide assistance to students according to ARD/IEPs.
3. Knowledge of the types of special education disability areas and the specific needs associated with these areas.
4. Ability to restrain and physically support and/or assist team members with physical support such as lifting, positioning, transferring, and changing of students up to 100 pounds in weight.
5. Ability to follow oral and written instructions.
6. Assist with individual or small group instructional activities outlined by the program specialist and work with students to develop academic skills.
7. Assist with supervision and monitoring of students, instruction or activities inside the classroom environment, including support with physical needs and personal care.
8. Assist with the preparation of instructional materials, paperwork and record keeping. Assist teachers implementing program objectives that support developmental, behavioral and academic student performance.

9. Assist in managing student behavior, including crisis intervention, physical management of disruptive student and inappropriate behaviors, as needed.
10. Assist in maintaining a safe, neat and orderly classroom environment.
11. Assist with the supervision and monitoring of student throughout the school day outside of the classroom, including the cafeteria, playground, physical education classes, boarding and exiting the bus, on community-based activities and other assigned activities.
12. Perform other duties as assigned by the classroom teacher and/or Campus Administrator

Mental/Physical/Environmental Factors:

Maintain emotional control under stress; Continual walking, standing, stooping, kneeling, bending, and twisting; Work indoors and outdoors in varying climate conditions.

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.

Approved by _____ Date _____

Reviewed by _____ Date _____