



Position: Special Education Aide

Assignment: Job Coach

Reports to: Special Education Director

Dept./School: Special Education

Wage/Hour Status: Non-Exempt

Pay Grade: IS341/187 days

Date Revised: Spring 2024

Primary Purpose:

Help meet and/or help Special Education Teacher meet physical and instructional needs of individual students with disabilities inside and outside the special education classroom. Assist with classroom programs and with the implementation of Individual Education Plans (IEP), including self-help, behavior management, and instruction programs. Work under the general supervision of Special Education Director, Executive Director of Special Education, and Post-Secondary/certified teacher.

Qualifications:

Minimum Education/Certification:

- High School diploma or equivalent
- Valid Texas Educational Aide certificate

Special Knowledge/Skills/Experience:

- Valid Texas Driver's License and good driving record
- Good physical health with the ability to lift 50 pounds
- Ability to work with adults with special needs
- Ability to follow verbal and written directions
- Ability to communicate effectively
- Utilize technology, Google Drive, Google search, Google maps, Outlook Mail, text messaging
- Knowledge of general vehicle maintenance and record keeping
- Experience working with individuals that have special needs and intellectual disabilities.

Major Responsibilities and Duties:

- Help meet the individual needs of students, including, but not limited to transferring them to and from wheelchairs, lifting and positioning them and signing or interpreting instructions for them, etc.
- Work with individual students or small groups to fill out job applications, interface with business managers for interviews, learning specific job duties, scheduling, and job performance.
- Willing to address student hygiene, personal and physical care needs.
- Help manage the behavior of students within a community setting. This may include specialized training in disruptive student behavior and crisis intervention.
- Be able to modify and provide accommodations for students to complete tasks. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
- Keep teacher informed of special needs or problems of assigned students.
- Assist students with disabilities in job training/employment and community-based instructional programs. This includes transporting up to 7 students to community based instructional sites in a

school district vehicle. (Job Coaches' driving records must pass a check and vehicle operation is limited to LISD Special Education vehicles.)

- Must have training and abide by rules of confidentiality and must refer any questions regarding a student back to the special education professional responsible for that student on campus.
- Uphold and enforce federal, state, and local policy, procedures and guidelines and specific campus procedures and guidelines.
- Work cooperatively with campus and district personnel.
- Contribute toward a positive and professional learning environment in the school and on the job site.
- Participate in staff development programs (including but not limited to student behavior issues and CPI), faculty meetings and special events as assigned.
- Assist in follow-up phone calls for job sites and job performance.
- Aide to navigate the community and supervise students in a district vehicle or using public transportation.
- Problem solves unexpected changes in routine and communicate with special education leadership.
- Maintain logs for LISD job coach vehicle, assigned cars and special equipment used by individual students.
- May have to travel in personal vehicles to meet students in community. Able to file for mileage reimbursements.

Mental Demands/Physical Demands/Environmental Factors:

- Personal computer and peripherals, and other instructional equipment
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Frequent walking
- May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist non-ambulatory students, and lift and move adaptive and other classroom equipment; may work prolonged or irregular hours
- Exposure to biological hazards
- Maintain emotional control under stress; work with frequent interruptions

OTHER: All employees are to follow district safety protocols and emergency procedures.

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. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

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