

<b>JOB TITLE:</b>	Aide, Special Programs (BSI)	<b>STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Principal and Teacher(s) assigned	<b>TERMS:</b>	179 Days
<b>DEPARTMENT:</b>	Campus assigned	<b>PAY GRADE:</b>	IS202

**PRIMARY PURPOSE:**

Assist the special education teacher to provide for the physical and instructional needs of students with disabilities in a special education setting. 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 certified teacher.

**QUALIFICATIONS:****Education:**

High school diploma or GED

Valid Texas Educational Aide Certificate (Can be obtained once hired)

Have met formal academic assessment, associate's degree, or two years of study at an institution of higher learning

**Special Knowledge/Skills:**

Ability to work well with children with disabilities

Ability to follow verbal and written instructions

Ability to maintain confidentiality

Knowledge of general office equipment

**Experience:**

Two years of experience working with children

**MAJOR RESPONSIBILITIES AND DUTIES**

1. Uphold and enforce school rules, administrative regulations, and state and local board policy.
2. Assist in managing the behavior of students and crisis intervention, including restraining disruptive or dangerous physical behavior as needed.
3. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
4. Assist in supervising students throughout the school day, both inside and outside the classroom including lunchroom, bus duty, and playground.
5. Keep the teacher and or administrator informed of any special needs or problems of individual students.
6. Assist the teacher in keeping administrative records and preparing required reports.
7. Provide orientation and assistance to substitute teacher and maintain classroom routines in the absence of the teacher.
8. Participate in staff development training programs, faculty meetings, and special events, as needed.
9. Accurate and consistent use of Time Clock Plus (TCP) and Frontline.

10. Perform other duties as may be assigned.

**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

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understood the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date