



## Special Education Aide

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<b>Job Title:</b>	Special Education Aide	<b>Status:</b>	Nonexempt
<b>Reports to:</b>	Principal and teacher(s)	<b>Terms:</b>	187 days
<b>Dept./School:</b>	Assigned Campus	<b>Pay Grade:</b>	Paraprofessional 1

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### Primary Purpose:

Help meet physical and instructional needs of students with disabilities in a self-contained classroom. Assist in implementation of classroom programs, including self-help, behavior management, and instruction programs. Work under general supervision of principal and immediate direction of certified teacher.

### Qualifications:

#### Education/Certification:

Associate's degree, two years of study at an institution of higher learning, or have met formal academic assessment as required by the No Child Left Behind Act  
Valid Texas educational aide certificate

#### Special Knowledge/Skills:

Ability to work with children with disabilities  
Ability to follow verbal and written instructions  
Ability to communicate effectively  
Knowledge of general office equipment

#### Experience:

Some experience working with children

### Major Responsibilities and Duties:

#### Instructional Support

1. Help teacher prepare instructional materials and classroom displays.
2. Help maintain a neat and orderly classroom.
3. Help students with instructional activities as directed by the teacher.
4. Help with inventory, care, and maintenance of equipment.
5. Help teacher keep administrative records and prepare required reports.
6. Provide orientation and assistance to substitute teachers.



**Student Management**

7. Assist students with physical disabilities according to their needs including escorting students or pushing wheelchairs.
8. Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous students as needed.
9. Recognize differences in each student’s special medical, physical, communicative, and emotional needs and adapt methods and interaction accordingly.
10. Work with individual students or small groups and conduct instructional exercises assigned by teacher.
11. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.
12. Keep teacher informed of special needs or problems of individual students.

**Other**

13. Maintain confidentiality.
14. Participate in staff development training programs, faculty meetings, and special events as assigned.

**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 or 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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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.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_



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Received by \_\_\_\_\_

Date \_\_\_\_\_

Updated: 2/18/2015