



**Job Title:** Special Education Aide

**Contract Days:** 187 days

**Reports to:** Executive Director and Supervisor Assigned

**Exempt Status:** Non-Exempt

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### **Primary Purpose**

Help meet physical and instructional needs of individual students with disabilities inside and outside classroom. Assist with the implementation of Individual Education Plans (IEP), including self-help, behavior management, and instruction programs. Work under general supervision of principal and immediate direction of certified teacher.

### **Qualifications**

#### **Education/Certification:**

High school diploma or GED  
2 years of college or Texas Education Agency highly qualified status  
Valid Texas educational aide certificate  
Cardiopulmonary Resuscitation (CPR) certification  
Nonviolent Crisis Intervention (NCI) certification

#### **Special Knowledge/Skills:**

Ability to work with children with disabilities  
Ability to follow verbal and written instructions  
Ability to communicate effectively

#### **Experience:**

Experience equivalent to two years working with children

### **Major Responsibilities and Duties**

#### **Student Management**

1. 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.
2. Help students take care of physical needs and personal care including feeding, bathroom needs, and personal hygiene.
3. Help manage the behavior of assigned students. This includes implementing Behaviour Improvement Plans (BIP) and intervening in crisis situations which may include restraining students engaging in dangerous behavior.
4. Assume responsibility for learning and adapting to each student's special needs including but not limited to medical, educational, physical, communicative, and emotional needs.
5. Work with assigned students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.

6. Assist assigned students throughout the school day, inside and outside classroom. This includes lunchroom, bus, and playground duty while on campus and in other locations, such as field trips, special events, community-based instruction trips, and vocational experiences.
7. Keep timely, accurate records and data regarding students' educational program, medical concerns, physical or emotional incidents as directed by professional staff. All written records should reflect appropriate and professional language and maintain confidentiality as required by law.
8. Keep supervisor apprised of concerns relating to students.

### **Other**

9. Model behavior that is professional, ethical, and responsible.
10. Maintain confidentiality.
11. Participate in professional development programs, faculty meetings, and special events as assigned.
12. Other duties as assigned by Supervisor or Administrative Staff.

### **Supervisory Responsibilities**

None.

### **Equipment Used**

Wheelchair lift and ramp  
 Communication devices  
 Personal computer and peripherals  
 Other equipment will be used based on conditions of assigned students, including but not limited to adaptive equipment, oxygen gauges, and others.

### **Working Conditions**

#### **Mental demands/physical demands/environmental factors may include but are not limited to:**

- Work with frequent interruptions to meet established deadlines
- Maintain emotional control under stress
- Biological exposure to bacteria and communicable diseases.
- Posture: prolonged standing; occasional bending/stooping, pushing/pulling, and twisting
- Motion: repetitive hand motions; occasional keyboarding and use of mouse; occasional reaching
- Lifting: frequent light-moderate lifting and carrying (up to 40 pounds)
- Travel: may include field trips and student events.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties and skills that may be required. The Administration and/or Supervisor have the right to add or change duties at any time.

Revised 7/2017

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

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Employee Signature

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Date