



Special Education Aide Job Description

Job Title: Special Education Aide (IDEA-B)

Reports to: Principal/Teacher(s) Assigned

Dept./School: Campus as assigned

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. Funded by IDEA-B, with the primary purpose of providing special education students and related services designed to meet their unique needs and prepare them for further education, employment, and independent living.

Qualifications:

Education/Certification:

High school diploma or GED
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

Experience:

Two years 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 with inventory, care, and maintenance of equipment.
4. Help teacher keep administrative records and prepare required reports.
5. Provide orientation and assistance to substitute teachers.

Student Management

6. Help meet the individual needs of students, including transferring them to and from wheelchairs, lifting and positioning them, and signing or interpreting instructions for them, etc.
7. Help students take care of physical needs and personal care including feeding, bathroom needs, and personal hygiene.



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8. Help manage the behavior of assigned students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed.
9. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
10. Work with assigned students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
11. Assist assigned students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
12. Keep teacher informed of special needs or problems of assigned students.

Other

13. Maintain confidentiality.
14. Participate in professional development programs, faculty meetings, and special events as assigned.
15. Other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Wheelchair lift and ramp, and other equipment based on condition of student assigned, i.e., adaptive equipment, oxygen gauges, etc.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling; regular heavy lifting of students; biological exposure to bacteria and communicable diseases.

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 _____