Belton Independent School District
Job Description

Job Title:	Special Education Aide	**FLSA Status:**	Exempt, 187 days
Reports to:	Campus Principal	**Pay Grade:**	C/P- 3
Dept./School:	Assigned Campus	**Date Revised:**	6/29/2020

Primary Purpose:

Help special education teacher provide for physical and instructional needs of students with disabilities in special education setting. 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:
GED or High School Diploma

Educational Aide II certification or meet the following requirements for certification upon Employment:

- Two creditable years of experience as an educational aide I; **or** have a minimum of 15 semester hours of college credit with some emphases on child growth and development or related subject areas; **or** have demonstrated proficiency in a specialized skill area as determined by the local school district.
- Experience working with students or parents as approved by employing superintendent

Must meet **ONE** of the following Every Student Succeeds Act (ESSA) requirements:

- Completed at least 2 years of study at an Institution of Higher Education
- Obtained an Associate's (or higher) Degree
- Met a rigorous standard of quality and can demonstrate, through a formal state academic assessment.

Special Knowledge/Skills:
Knowledge of special needs of students in assigned area
Knowledge of how to adapt curriculum and instruction for special needs
Effective organizational, communication, and interpersonal skills
Excellent problem solving skills

Experience:
One (1) year experience working with children

Major Responsibilities and Duties:

Instructional Strategies

1. Assist students individually or in groups, with lesson assignments to present or reinforce learning concepts initially introduced by the teacher.

2. Present subject matter to students utilizing a variety of methods and techniques such as lectures, discussions, and supervised role playing.

3. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.

4. Read to students, listen to students read, and participate in other forms of oral communication with students.

5. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty and assisting students in the library, computer lab, or cafeteria.

6. Assist teacher in preparing instructional materials and classroom displays.

7. Discuss assigned teaching area with classroom teacher to coordinate instructional efforts.

8. Operate and care for equipment and instructional material, as assigned by the teacher.

9. Assist with administration and scoring of objective testing instruments or work assignments.

Student Growth and Development

10. Assist students with physical or behavioral disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning and implementation of behavior intervention plan.
11. Assist students with personal care including feeding, bathroom needs, and personal hygiene.

12. Assist in managing the behavior of students and crisis intervention. This includes restraining disruptive or physically dangerous students as needed.

13. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.

Classroom Management and Organization

14. Distribute and assignments and other materials for instruction.

15. Help maintain neat and orderly classroom.

16. Help with inventory, care, and maintenance of equipment.

17. Assist substitute assigned in the absence of the teacher.

18. Help teacher keep administrative records and prepare required reports. Assist in data collection under the supervision of the teacher.

19. Obtain and maintain crisis prevention and intervention training designated by the district.

Other

20. Perform other duties as assigned by the teacher or principal.

21. Maintain confidentiality of student information, records, and personnel information.

22. Under the direction of the supervising teacher, follow all local, state and federal guidelines and policies.

23. 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: Personal computer and peripherals, and other instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: 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

Environment: Exposure to biological hazards

Mental Demands: Maintain emotional control under stress

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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised: June 2020
Prepared By: Belton ISD Human Resources Department