DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title: **Aide – Special Education**
Reports to: Principal and Teacher(s) Assigned
Dept. /School: Assigned Campus

Wage/Hour Status: Non-Exempt
Pay Grade: INST SUPP
Date Revised: 02-13-2018

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:

- 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
- Knowledge of general office equipment

Experience:

Some experience working with children

Major Responsibilities and Duties:

Instructional Support

- Help teacher prepare instructional materials and classroom displays
- Help maintain a neat and orderly classroom
- Help with inventory, care, and maintenance of equipment
- Help teacher keep administrative records and prepare required reports
- Provide orientation and assistance to substitute teachers

Student Management

- Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning
- Assist students with physical needs and personal care, including feeding, bathroom needs, and personal hygiene
- Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed
- Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs
- Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by teacher
- Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty
- Keep teacher informed of special needs or problems of individual students

Other

- Maintain confidentiality

- 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 Wheelchair lift, ramp, personal computer, copier, and audiovisual equipment.
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/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.

Employee Print Name: _____

Employee Signature: _____ Date: _____