International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Special Education Instructional Aide

Exemption Status/Test: Non Exempt

Reports to: Principal and Teacher(s) Assigned

Date Revised: October 2, 2024

Dept./School: Assigned Campus

Primary Purpose:

Help meet physical and instructional needs of individual students with disabilities inside and outside classroom. Assist with the 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:

- 48+ Earned College Credits, Associates degree preferred
- **OR** High School Diploma if formal academic assessment is passed as required by Every Student Succeeds Act (ESSA)

Special Knowledge/Skills:

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

Experience:

- Two years of 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 student(s) including transferring to and from wheelchairs; lifting and positioning; interpreting instructions; and assisting with physical needs and personal care such as feeding, bathroom needs, and personal hygiene.

7. Help manage the mild behavior of assigned student(s). This includes providing verbal de-escalation when students are upset.

8. Recognize differences in student's special medical, physical, communicative, and emotional needs and adapt methods and interaction according.

9. Work with assigned student(s) or small groups to develop motor skills and conduct instructional exercises assigned by teacher.

10. Help supervise and assist assigned students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.

11. Keep teacher informed of special needs or problems of assigned student(s).

Other

12. Maintain confidentiality.

13. Participate in professional development programs, faculty meetings, and special events as assigned.

Additional Duties

14. Any and all other duties as assigned by immediate supervisor.

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 non-ambulatory 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

---

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.