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 - SLC

Exemption Status: Non Exempt

Reports to: Principal / Teacher

Date Revised: June 3. 2026

Dept./School: Assigned Campus

Primary Purpose:

SLC (Structured Learning Classroom) Instructional Aides provide instructional, behavioral, and functional support to students with disabilities, including those with significant academic, behavioral, communication, and adaptive/life skill needs, in both general education and specialized settings. Assist in implementing Individualized Education Programs (IEPs), including accommodations, modifications, behavior supports, and communication systems, to ensure students can access the curriculum and develop independence across school environments. Work under the general supervision of the Principal and the immediate direction of a certified teacher.

Qualifications:

Education/Certification:

- Minimum of 48 earned college credit hours; Associate's degree preferred
- OR High School Diploma/GED with successful completion of a formal academic assessment as required by the Every Student Succeeds Act (ESSA)

Special Knowledge/Skills:

- Knowledge of supporting students with complex learning, behavioral, and life skill needs
- Ability to implement IEPs, Behavior Intervention Plans (BIPs), and individualized supports with fidelity
- Ability to assist with personal care needs, including diapering, feeding, hygiene, and mobility
- Ability to support augmentative and alternative communication (AAC) systems and visual supports
- Ability to create and utilize visual schedules, communication boards, and task supports
- Strong de-escalation and behavior management skills
- Ability to communicate effectively and maintain professionalism
- Ability to follow written and verbal directions with consistency

Experience:

- Two (2) years of experience working with children, preferably students with disabilities or in specialized settings

Major Responsibilities and Duties:

Instructional & Academic Support

1. Assist in preparing and adapting instructional materials aligned to student IEPs, including modifications and accommodations.
2. Support students in accessing the general education curriculum and functional academics through individualized instruction and guided practice.
3. Reinforce learning through one-on-one and small group instruction as directed by the teacher.
4. Support the implementation of accommodations such as visual supports, chunked assignments, extended time, and assistive technology.
5. Assist with data collection on student progress toward IEP goals and classroom performance.

Support for Students with Significant Needs

6. Provide direct support to students with intensive academic, behavioral, and adaptive needs, promoting independence and skill development.
7. Assist with life skills instruction, including daily living skills, communication, social interaction, and self-regulation.
8. Support students in structured and unstructured environments, ensuring consistency of supports across settings.

Behavior Management & Support

9. Implement Behavior Intervention Plans (BIPs) with fidelity under teacher guidance.
10. Utilize proactive strategies and de-escalation techniques to support students exhibiting challenging behaviors.
11. Support students in developing appropriate replacement behaviors and coping strategies.
12. Maintain a safe and structured environment, following district and campus protocols during crisis situations.

Communication & Visual Supports

13. Support student communication through visual supports, AAC devices, communication boards, and structured systems.
14. Assist in the creation and maintenance of visual schedules, task analyses, social stories, and other communication tools.
15. Reinforce expressive and receptive communication skills as directed by the teacher or related service providers.

Personal Care & Physical Support

16. Assist students with personal care needs, including diapering, toileting, feeding, hygiene, and dressing, in a respectful and dignified manner.
17. Support students with feeding, including monitoring safety and following any documented feeding protocols.
18. Assist with mobility needs, including lifting, positioning, and transferring students as required.
19. Ensure student health and safety by following medical and care plans as provided.

Classroom & Environmental Support

20. Help maintain a clean, organized, and structured classroom environment conducive to learning.
21. Assist with the care and maintenance of instructional and adaptive equipment.
22. Support transitions throughout the school day, including arrival, dismissal, lunch, recess, and transportation.

Collaboration & Communication

23. Maintain consistent communication with teachers regarding student progress, needs, and concerns.
24. Support substitute teachers by providing guidance on student needs and classroom procedures.
25. Collaborate with special education staff, related service providers, and campus personnel to support student success.

Professional Responsibilities

26. Maintain strict confidentiality in accordance with FERPA and district policies.
27. Participate in required professional development related to special education, behavior supports, and student care.
28. Demonstrate flexibility, professionalism, and a student-centered mindset at all times.

Additional Duties:

29. Perform any other duties as assigned by the immediate supervisor in support of campus and student needs.

Supervisory Responsibilities:

- None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, instructional materials, assistive technology, AAC devices, and adaptive equipment

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, reaching, lifting, and assisting students

Lifting:

- Frequent light lifting (under 15 pounds)
- Occasional heavy lifting (45+ pounds), including lifting, transferring, and positioning students and equipment

Environment: Work indoors and outdoors; exposure to varying weather conditions, noise levels, and biological hazards

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; respond effectively to student needs, including high-intensity situations.

Disclaimer:

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all duties, responsibilities, or skills required.