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 - Inclusion/Resource

Exemption Status: Non Exempt

Reports to: Principal / Teacher

Date Revised: June 3. 2026

Dept./School: Assigned Campus

Primary Purpose:

Support the academic, behavioral, and functional success of students with disabilities in both general education and special education settings. Assist in the implementation of Individualized Education Programs (IEPs), including accommodations, modifications, and supplementary aids and services, to ensure students have meaningful access to the general education curriculum. 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 and ability to support IEP implementation, accommodations, and modifications in the general education classroom
- Ability to support students with disabilities across a variety of instructional settings
- Strong communication and interpersonal skills
- Ability to follow verbal and written instructions with fidelity
- Ability to support behavior intervention plans (BIPs) and utilize de-escalation strategies
- Ability to maintain confidentiality and demonstrate professionalism at all times

Experience:

- Two (2) years of experience working with children, preferably students with disabilities

Major Responsibilities and Duties:

1. Assist the teacher in preparing instructional materials, accommodations, and classroom supports aligned to student IEPs.
2. Support the implementation of accommodations and modifications within the general education classroom, ensuring access to grade-level TEKS and instruction.
3. Reinforce learning concepts and provide guided practice to individuals or small groups as directed by the teacher.
4. Assist with classroom organization, instructional setup, and maintaining an effective learning environment.
5. Support data collection related to student progress on IEP goals and classroom performance.
6. Assist teachers with administrative tasks, including documentation required for compliance and progress monitoring.

Student Support & IEP Implementation

7. Provide direct support to students in both general education and special education settings, ensuring fidelity of IEP implementation.
8. Implement accommodations such as extended time, preferential seating, visual supports, chunking of assignments, and assistive technology as outlined in the IEP.
9. Support students in accessing instruction alongside peers, promoting inclusion and independence.
10. Assist students with organization, task completion, and engagement in classroom activities.
11. Collaborate with general education and special education teachers to ensure consistency in supports and expectations.

Behavior & Functional Support

12. Assist in implementing Behavior Intervention Plans (BIPs) and use proactive and responsive strategies aligned to student needs.
13. Utilize de-escalation techniques and support students in developing self-regulation skills.
14. Recognize and respond to students' medical, physical, emotional, and communication needs appropriately.
15. Provide support with self-help and daily living skills, including feeding, hygiene, mobility, and positioning when required.

Student Supervision & Safety

16. Supervise and assist students throughout the school day, including transitions, lunch, recess, and transportation as assigned.
17. Ensure student safety at all times, including during crisis situations, following district protocols.
18. Assist with physical support needs, including lifting, positioning, and mobility support for students with disabilities.

Communication & Collaboration

19. Maintain ongoing communication with teachers regarding student progress, concerns, and needs.
20. Support substitute teachers with classroom routines and student needs as appropriate.
21. Maintain professional relationships with staff, students, and families.

Professional Responsibilities

22. Maintain strict confidentiality in accordance with FERPA and district policies.
23. Participate in professional development, faculty meetings, and training related to special education, inclusion, and compliance.
24. Demonstrate flexibility and willingness to support campus and district initiatives.
25. Additional Duties:

26. Perform 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, and specialized adaptive equipment

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

Motion: Frequent walking, reaching, 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.