Little Cypress-Mauriceville CISD			
Job Title:	Special Education Aide	**Wage/Hour Status:**	Nonexempt
Reports to:	Principal and Special Programs Director	**Pay Grade:**	Paraprofessional Group 1
Dept./School:	Assigned Campus	**Date Revised:**	02/23/09

Primary Purpose:

Help special education teacher provide for physical and instructional needs of students with disabilities in special education or general 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
Associate's degree or 48 college hours or certification by a school district or education service center to have completed highly qualified paraprofessional training
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

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. Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.

7. Assist students with physical needs and personal care, including feeding, bathroom needs, and personal hygiene.

8. Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous students as needed.

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

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

11. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.

12. Keep teacher informed of special needs or problems of individual students.

Other

13. Maintain confidentiality.

14. Participate in staff development training programs, faculty meetings, and special events as assigned.

15. Perform other duties assigned by supervisor.

Supervisory Responsibilities:

None.

Equipment Used:

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

Working Conditions:

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.