SpEd Classroom Aide

This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.

Job Title: Special Education Aide-Self Contained
Exemption Status/Test: Nonexempt
Reports to: Principal and teacher(s)
Date Revised:
Dept./School: Assigned Campus

Primary Purpose:

Help meet physical and instructional needs of students with disabilities in a self-contained classroom. 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 hold a General Educational Development (GED) certificate
Have met formal academic assessment, associate's degree, or two years of study at an institution of higher learning*
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.

© 2019 Texas Association of School Boards, Inc. All rights reserved.

Student Management

6. Assist students with physical disabilities according to their needs including transferring to and from wheelchairs; lifting; positioning; or assisting students with personal care such as feeding, bathroom needs, and personal hygiene.

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

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

9. Recognize differences in each student's special medical, physical, communicative, and emotional needs and adapt methods and interaction accordingly.

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.

Other

12. Maintain confidentiality.

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

14. Follow district safety protocols and emergency procedures.

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 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: Work with frequent interruptions; maintain emotional control under stress

© 2019 Texas Association of School Boards, Inc. All rights reserved.

**Required by Every Student Succeeds Act (ESSA) for aides who are providing instructional support in Title I, Part A program.*

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.

Reviewed by _____ Date _____

Received by _____ Date _____

© 2019 Texas Association of School Boards, Inc. All rights reserved.