

**Job Title:** Aide-Special Education

**Wage/Hour Status:** Nonexempt

**Reports to:** Principal

**Primary Purpose:**

The mission of Life School is to develop leaders with life skills through strong academics, character training, and partnerships with parents and the community.

In support of Life School mission, **Aide-Special Education** will help the special education teacher provide for physical and instructional needs of students with disabilities in special 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, two years of study at an institution of higher learning, or have met formal academic assessment as required by the Every Student Succeeds Act (ESSA)

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**

- Help teacher prepare instructional materials and classroom displays.
- Help maintain a neat and orderly classroom.
- Help with inventory, care, and maintenance of equipment.
- Help teacher keep administrative records and prepare required reports.
- Provide orientation and assistance to substitute teachers.

**Student Management**

- 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.

- Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed.
- Recognize differences in each student’s special medical, physical, communicative, and emotional needs and adapt methods and interaction accordingly.
- Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
- Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.
- Keep teacher informed of special needs or problems of individual students.
- May provide medical administrations and other personal care student services.

**Other**

- Maintain confidentiality.
- Participate in staff development training programs, faculty meetings, and special events as assigned.
- Other duties as assigned.

**Supervisory Responsibilities:**

None.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress; work prolonged or irregular hours. Frequent standing, stooping, bending, walking, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment. Work may be required both inside and outside.

May be required to lift and position students with physical disabilities; control behavior through physical restraint; and assist non-ambulatory students. Exposure to biological hazards.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_