

**Job Title:** Special Needs Aide

**Wage/Hour Status:** Nonexempt

**Reports to:** Principal and Teacher(s) Assigned

**Pay Grade:** Approved EA Scale

**Dept./School:** Assigned Campus

**Date Revised:** 03.21.2006

**Primary Purpose:**

Help meet physical and instructional needs of individual students with disabilities inside and outside classroom. Assist with the implementation of Individual Education Plans (IEP), 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  
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

**Experience:**

Two years experience working with children

**Major Responsibilities and Duties:**

**Student Management**

1. Help meet the individual needs of students, including transferring them to and from wheelchairs, lifting and positioning them, and signing or interpreting instructions for them, etc.
2. Help students take care of physical needs and personal care including feeding, bathroom needs, and personal hygiene.
3. Help manage the behavior of assigned students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed.
4. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
5. Work with assigned students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.



6. Assist assigned students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
7. Keep teacher informed of special needs or problems of assigned students.

**Other**

8. Maintain confidentiality.
9. Participate in professional development programs, faculty meetings, and special events as assigned.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Wheelchair lift and ramp. *(Note: describe other equipment used based on condition of student assigned, i.e., adaptive equipment, oxygen gauges, etc.)*

**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.

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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.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

