

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Special Education Aide                      **Wage/hour status:** Nonexempt  
**Reports to:** Principal and Teacher(s)                      **Clerical/Tech Pay Grade:** 1 (187 Days)  
**Dept./School:** Assigned Campus                      **Date Revised:** 8/22/2019

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**Primary Purpose:**

Help 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**

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 student behavior as needed.
9. Recognize differences in 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.
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. Follow district safety protocols and emergency procedures.
16. Has regular in person attendance and complies with notification procedures for absences.
17. Perform other duties as assigned.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Standard office equipment including computer and peripherals; standard instructional equipment; other specialized and adaptive equipment used by students.

**Working Conditions:**

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions; maintain emotional control under stress. Frequent walking, reaching, standing, stooping, bending, kneeling, pushing, pulling and twisting; regular heavy lifting of students (45 pounds or over). Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; exposure to biological hazards (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.