**LINDALE INDEPENDENT SCHOOL DISTRICT**

**Job Title:**  Special Education Instructional Aide **Wage/Hour Status:**  Non-Exempt

**Reports to:** Principal and teacher(s) **Pay Grade:**

**Dept./School:** Assigned Campus

**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; and

Valid Texas educational aide certificate (may obtain after employment if not already held);

One of the following:

* Completion of two years of study at in institution of higher education (completion of 48 semester hours of college coursework); or
* Associate’s degree or higher; or
* Meet rigorous standard of quality as demonstrated through an approved course of study for paraprofessionals

**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 preferred

**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**

1. Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.
2. Assist students with physical needs and personal care, including feeding, bathroom needs, and personal hygiene
3. Help manage behavior of 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 individual students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
6. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.
7. Keep teacher informed of special needs or problems of individual students.

**Other**

1. Maintain confidentiality regarding student and coworker information and as required by FERPA.
2. Participate in staff development training programs, faculty meetings, and special events as assigned.

**Supervisory Responsibilities**

None.

**Equipment Used**

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

**Working Conditions**

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

Maintain emotional control in possible stressful environments. Frequent standing, stooping, bending, kneeling, pushing, and pulling; regular heavy lifting of students. Biological exposure to bacteria and communicable diseases.

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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