Classroom Instructional Aide-Special Needs

Rev July 2025

Reports to: Principal/Teacher(s) Assigned

Status: Non-Exempt

Dept./Campus: Assigned Campus

Paygrade: 302 or 303

Term: 185 Days

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.

MAJOR RESPONSIBILITIES AND DUTIES

- **Student Management**
  - Help meet the individual needs of student(s) including transferring to and from wheelchairs; lifting and positioning; interpreting instructions; and assisting with physical needs and personal care such as feeding, bathroom needs, and personal hygiene.
  - Help manage the behavior of assigned student(s). This includes intervening in crisis situations and restraining disruptive or dangerous student(s) as needed.
  - Recognize differences in student's special medical, physical, communicative, and emotional needs and adapt methods and interaction accordingly.
  - Work with assigned student(s) or small groups to develop motor skills and conduct instructional exercises assigned by the Teacher.
  - Assist assigned student(s) throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
  - Keep Teacher informed of special needs or problems of assigned student(s).
- **Other**
  - Maintain confidentiality.
  - Participate in professional development programs, faculty meetings, and special events as assigned.
  - Follow district safety protocols and emergency procedures.

SUPERVISORY RESPONSIBILITIES

- None.

QUALIFICATION GUIDELINES

Education/Certification/Experience:

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, (obtainable through GISD upon hire) **Required by Every Student Succeeds Act (ESSA).* Up to three years of experience working with children preferred.

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Knowledge/Skills/Abilities:

- Ability to work with children with disabilities
- Ability to follow verbal and written instructions
- Ability to communicate effectively

Mental/Physical/Environmental Demands:

- Standard office equipment including computer and peripherals; standard instructional equipment; other instructional equipment; other specialized and adaptive equipment used by student(s)
- Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Frequent walking and reaching
- Frequent light lifting and carrying (less than 15 pounds); occasional heavy lifting (45 pounds or over) and positioning of student(s) with physical disabilities, controlling behavior through physical restraint, assisting non-ambulatory student(s), lifting and moving adaptive and other classroom equipment
- Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; exposure to biological hazards (bacteria, communicable diseases)
- Work with frequent interruptions; maintain emotional control under stress