



ARISTOI

CLASSICAL ACADEMY

JOB DESCRIPTION

POSITION: Special Education Aide

REPORTS TO: Special Education Director/Head of School

EMPLOYEE STATUS: Exempt

Job Summary:

Assists special education teacher in providing for physical and instructional needs of students with moderate to severe disabilities across school settings. Assists with the implementation of Individualized Education Program (IEP), including self-help, behavior management, and instructional programs.

Job Qualifications:

- High school diploma or equivalent
- Valid Texas educational aide certificate (must obtain within first year of employment)
- Two (2) years of successful experience working with children in an educational setting
- Ability to work effectively with faculty and staff
- Effective written & verbal communication skills
- CPI Certificate preferred
- Para-professional certification or completion of two years or more of study at an institution of higher education
- Experience using computer programs: eSped, MS Word, MS Excel, Google Suite

Duties and Responsibilities:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties and responsibilities noted herein, however, this list represents examples only, and is not a comprehensive listing of all functions and tasks performed by positions found in this job description

- Model core organizational mission, vision and philosophy; perform duties in an effective and efficient manner for the purpose of supporting and contributing to cultivating a passion for learning in our students
- Assist teacher in preparing instructional materials and classroom displays
- Assist with administration and scoring of objective testing instruments or work assignments
- Help maintain a neat, clean and orderly classroom
- Assist with inventory, care, and maintenance of equipment

- Assist teacher in keeping administrative records and preparing required reports
- Provide orientation and assistance to substitute teachers
- Conduct instructional tasks assigned by the teacher; work with individual students or small groups
- Help supervise students throughout the school day, inside and outside the classroom, according to duties assigned
- Help manage the behavior of assigned students; as needed and according to district policy
- Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs
- Inform teacher of special needs or problems of individual students
- Regularly assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning
- Regularly assist students with physical needs and personal care, including feeding, bathroom needs, and personal hygiene as indicated in the student's IEP
- Assist with monitoring and maintenance of medical devices that are needed to maintain the health and safety of students, if applicable
- Utilize effective communication skills; ensure that all interactions with students and district personnel are supportive, courteous, and respectful
- Maintain confidentiality
- Comply with all policies, operating procedures, legal requirements, and verbal and written directives
- Participate in staff development training programs to improve job performance
- Comply with the Professional Code of Ethics and Standard Practices for Texas Educators
- Perform other related duties as assigned

Equipment Used:

Personal computer, copier, printer, calculator, laminator, di-cut machine, fax machine, telephone, iPad, and other equipment as specified in IEPs

Programs Used:

eSped, Microsoft Excel, Microsoft Word, Google Suite

Working Conditions:

- Maintain emotional control under stress.
- Work with frequent interruptions.
- Frequent standing, stooping, bending, kneeling, pushing, crouching, crawling, reaching, climbing, and pulling could be needed.
- May be required to lift and carry moderate weight, 15-44 pounds.
- Remain flexible during unexpected changes or transitions.
- Potential exposure to bodily fluids and communicable diseases.

Acknowledgment:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the

above specified education and experience requirements at the sole discretion of the District Administration.

Aristoi Classical Academy is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or ability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.