Cedar Hill Independent School District
Job Description

Job Title:	Aide, ECSE	**Wage/Hour Status:**	Nonexempt
Reports to:	Principal and Teacher(s) Assigned	**Pay Grade:**	530
Dept./School:	Assigned Campus	**Number of Days:**	187

Funding Source: Local

Primary Purpose:

Help meet physical and instructional needs of individual students with disabilities inside and outside the classroom. Assist with the implementation of Individual Education Plans (IEP), including self-help, behavior management, and instruction programs. Work under general supervision of the principal and immediate direction of a certified teacher.

Qualifications:

Education/Certification

High school diploma or GED
Valid Texas educational aide certificate

Special Knowledge/Skills

Ability to work well with children
Ability to communicate effectively

Experience

Two years experience working with children

Major Responsibilities and Duties:

Student Management

- 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.
- Help students take care of physical needs and personal care including feeding, bathroom needs, and personal hygiene.
- Help manage the behavior of assigned students. This includes intervening in crisis situations and restraining disruptive or student behavior as needed.
- Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
- Work with assigned students or small groups to develop motor skills and conduct instructional exercises assigned by the teacher.
- Assist assigned students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.
- Keep teachers informed of special needs or problems of assigned students.

Other

- Participate in staff development training programs to improve job performance.
- Participate in faculty meetings and special events as assigned.

Supervisory Responsibilities:

- None.

Equipment Used:

Copier, personal computer, typewriter, and audiovisual equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

- **Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.
- **Posture:** Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting.
- **Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds).
- **Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional district-wide and statewide travel.
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

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.

Reviewed by:_____ Date: _____
Employee Name/Signature

Approved by:_____ Date: _____
Supervisor Name/Signature

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