Cedar Hill Independent School District
Job Description

Job Title:	Aide, SKILL (Special Education)	**Wage/Hour Status:**	Nonexempt
Reports to:	Principal and Teacher(s) Assigned	**Pay Grade:**	PARA1
Dept./School:	Assigned Campus	**Number of Days:**	187

Funding Source: IDEA Part-B Formula (100%)

Primary Purpose:

Help meet physical and instructional needs of students with moderate to severe disabilities in a variety of individual &/or group activities for the purpose of implementing instructional & behavioral objectives as outlined in Individualized Education Programs (IEP) under the general supervision of a certified Special Education teacher. (**This position is contingent upon federal funding. Failure to receive funding for the position will render this position void).*

Qualifications:

Education/Certification:

High school diploma or GED
Valid Texas Educational Aide I, II, or III Certification

Special Knowledge/Skills:

Ability to work with children with moderate to severe disabilities
Ability to work collaboratively with teachers and staff
Ability to communicate effectively in oral & written form
Ability to follow verbal and written instructions

Experience

Two years experience working with children preferred

Major Responsibilities and Duties:

Instructional Support

- Work with individuals or small groups to develop and/or reinforce functional and academic skills as outlined by the teacher.
- Help monitor and manage student behavior. This includes implementing positive behavior supports, intervening in crisis situations, and utilizing nonviolent physical crisis intervention as needed to maintain the care, welfare, safety, and security of all individuals.
- Help students take care of physical and personal care needs including feeding, bathroom needs, and personal hygiene.
- 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.
- Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
- Assist assigned students throughout the school day, inside and outside the classroom. This includes transitions, electives, lunchroom, bus, and playground duty.
- Keep teachers informed of special needs or problems of assigned students.

Other:

- Demonstrate ethical behavior and maintain confidentiality.

- Assume responsibility for assigned duties as outlined in daily schedule or as directed by assigned teacher or team.
- Assist the teacher in observing, recording, and charting student progress with functional and academic skills.
- Assist special education teacher or team with the distribution of student IEPs to individuals with a legitimate educational interest.
- Help maintain a neat and orderly classroom environment.
- Participate in professional development programs, faculty meetings, and special events as assigned.

Equipment Used:

- Equipment used is based on individual needs of students, i.e., adaptive equipment, oxygen gauges, assistive technology, etc.

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

*Cedar Hill ISD is an equal opportunity employer and will consider all candidates for employment without regard to race, color, religion, sex, national origin, age, marital status, disability status, protected veteran status, or any other characteristic protected by law.