Cedar Hill Independent School District
Job Description

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

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

Primary Purpose:

Help special education teachers provide for physical and instructional needs of students with disabilities in a special education setting. Assist in implementation of classroom programs, including self-help, behavior management, and instruction programs. Work under general supervision of the principal and immediate direction of a certified 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.

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

Major Responsibilities and Duties:

Instructional Support

- Help teachers prepare instructional materials and classroom displays.
- Help maintain a neat and orderly classroom.
- Help with inventory, care, and maintenance of equipment.
- Help teachers keep administrative records and prepare required reports.
- Provide orientation and assistance to substitute teachers.
- Student Management.
- Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.
- Assist students with physical needs and personal care, including feeding, bathroom needs, and personal hygiene.
- Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed.
- Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
- Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by the teacher.

- Help supervise 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 individual students.

Other:

- Maintain confidentiality.
- Participate in staff development training programs, faculty meetings, and special events as assigned.
- Equipment Used.
- Wheelchair lift, ramp, personal computer, copier, 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

*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.