



Flour Bluff Independent School District Job Description

JOB TITLE: Special Education Aide

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 187

REPORTS TO: Principal

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The role of the Special Education Instructional Aide, in responding to the unique needs of students, is to interact effectively with the assigned teacher within the framework of the philosophy and goals established by Board Policy and in accordance with statutes, standards of regulatory agencies, and administrative guidelines to create an educational environment which is conducive to learning and which provides opportunities, strengthens areas of weaknesses, and extends positive values.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Certification as per Texas Education Agency

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assists the teacher in preparing instructional materials and work.
2. Provides appropriate individual and group instruction under the direction of the teacher.
3. Assists the teacher in maintaining an orderly classroom environment for learning.
4. Exhibits effective communication with students.

5. Displays cooperativeness in working with students, teachers, and other school personnel.
6. Demonstrates knowledge of district and administrative policies applicable to the position.
7. Exhibits maturity and emotional control.
8. Accepts and performs additional school related assignments in a positive and efficient manner.
9. Dresses and grooms appropriately.
10. Exhibits punctuality and dependability in performing his or her job.
11. Adheres to proper channels when communicating ideas, problems, etc.
12. Adheres to Professional Ethical Standards in relationship to students, teachers, peers, and administrators.
13. Participates in staff development and professional growth activities.
14. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including computer and peripherals; standard instructional equipment; other specialized and adaptive equipment used by students.

Posture:

Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting.

Motion:

Frequent walking and reaching

Lifting:

Frequent light lifting and carrying (less than 15 pounds); Occasional heavy lifting (45 pounds or over) and positioning or students with physical disabilities, controlling behavior through physical restraint, assisting non-ambulatory students, and lifting and moving adaptive and other classroom equipment.

Environment:

Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; exposure to biological hazards (bacteria, communicable diseases)

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.