



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Special Education Aide

Salary Block: 315

Reports To: Campus Principal

Terms of Employment: 183-197

Exemption Status: Non-Exempt

Primary Purpose:

The primary purpose of this employee is to provide assistance to special needs students under the supervision of a special education teacher.

Qualifications:

Education/Certification/Requirements:

- 48 college credit hours from an accredited college or university approved by TEA or Socorro ISD CTE Education and Training Educational Aide I certificate
- High school diploma or equivalent
- Must qualify for required paraprofessional certificate

Special Knowledge/Skills:

- Must be able to lift 50-150 pounds
- Demonstrate ability to effectively communicate with parents, co-workers, and students

Experience:

- Experience working with students and parents

Major Responsibilities and Duties:

1. Assists the student(s) in such physical tasks as putting on and taking off outerwear, moving from room to room, using the lavatory, eating, grooming and toileting and the physical carrying and lifting of students as is necessary.
2. Hears the student(s) in recitation, reading and other curriculum tasks, guiding and teaching them.
3. Performs simple errands and tasks for student(s) such as sharpening pencils, carrying lunch trays and the like.
4. Under supervision of the special education teacher, works with small groups of students or individual students to reinforce material initially introduced by the teacher.
5. Accompanies the student(s) to whom assigned when trips to the office or to the school nurse are necessary.
6. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of teachers.
7. Participates in in-service training programs as assigned.
8. Gains an understanding, through staff development and mentoring, of different kinds of mental and physical disabilities and how to assist these students in learning basic functional living skills.
9. Assists the teacher in the care and maintenance of the classroom and the instructional materials
10. Accompanies student(s) on community and vocational training trips off campus, as assigned.
11. Assists in the implementation of the teacher's classroom discipline plan and/or individual student's behavior management plan.

ADOPTED: 8-24-95

AMENDED: 8-23-01, 6-13-03, 7-27-04, 8-10-04, 7-25-06, 12-10-12,
10-5-16, 10-23-17, 5-19-2020, 10-11-2022, 8-2-2023

Special Education Aide

12. Assists the substitute teacher in following the class schedule and procedures in the absence of the regular classroom teacher.
13. Assists the teacher in the provision of appropriate-related services such as physical therapy, occupational therapy, and speech therapy.
14. Works in a cooperative manner with teachers and other professionals.
15. Follows directives regarding student needs and instructional program.
16. Assists the teacher in meeting the individual physical needs of students regarding feeding.
17. For self-contained academic aides working in a CTED (Career Technology Education for the Disabled), assists CATE instructor(s) with special needs students in a work-experience environment.
18. Travels within the district to accommodate the student's needs and follows district policy for reimbursement of travel expenses.
19. Upholds and adheres to safety rules and policies of the SISD safety program.
20. Supports the goals and objectives of the school district and follows all district policies.
21. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
22. Performs other duties as assigned by the appropriate supervisor.
23. Provides optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to communicate effectively (verbal); maintain emotional control under stress.

Physical Demands/Environmental Factors: Moderate standing, stooping, bending, and lifting.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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