San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	**Instructional Aide II** Special Ed. Instructional Aide II	**Exemption Status:**	Non-Exempt
Reports to:	Campus Principal	**Pay Grade:**	02
Works with:	Students, Parents, Teachers, Campus Administrators, Sp. Ed. Staff	**Days:**	187
Dept./School:	Campus Assigned	**Date Revised:**	07/23/2020

Primary Purpose:

The role of the Special Education Paraprofessional involves providing assistance to the teacher in implementing the instructional program.

Prerequisites:

- High School Diploma or General Equivalency Diploma (GED) in English;
- Forty-eight (48) college level hours from an accredited institution of higher education or Associate's Degree;
- Ability to obtain Texas Educational Aide Certification.

Special Knowledge/Skills:

- Ability to work well with parents of children with disabilities
- Ability to follow verbal and written instructions

Major Responsibilities and Duties:

1. Assist assigned students according to their individual needs, including transferring to and from wheelchairs, lifting, positioning, signing, interpreting, etc.
2. Assist assigned students with physical needs and personal care including feeding, bathroom needs, and personal hygiene
3. Assist in managing the behavior of assigned students and intervening in crisis situations, including restraining disruptive or dangerous students as needed.
4. Assume responsibility for learning and adapting to each assigned student's special medical, physical, communicative, and emotional needs.
5. Work with assigned students or small groups to develop motor skills and conduct Instructional exercises assigned by the teacher.
6. Assist assigned students throughout the school day, inside and outside the classroom, including lunchroom, bus, and playground duty.
7. Keep the teacher informed of any special needs or problems of assigned students.
8. Uphold and enforce school rules, regulations, and state and local board policy.
9. Maintain confidentiality.
10. Participate in professional development programs, faculty meetings, and special events as needed.
11. Monitor the safety of students with disabilities on school buses.

12. Assist in loading and unloading students from school buses.
13. Assist the bus driver in emergency situations.
14. Assist a substitute bus driver in following the established bus route.
15. Administer first aid to students on buses as needed.
16. Record information on student's pick-up and drop-off times.
17. Remain with a student at the transportation area until parents pick up students.
18. Performs all other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Uses wheelchair lift, ramps and other equipment as required, standard office equipment including personal computer and peripherals

Posture: Frequent standing, stooping, bending, kneeling, pushing and pulling

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Regular heavy lifting of students, and in emergency situations, drag or lift injured students (up to 180 pounds) to evacuate bus

Environment: Exposure to bacteria and communicable diseases; work outside in excessive heat, cold and humidity, intermittent noise, fumes, wind, and dust

Mental Demands: Work with multiple deadlines and frequent interruptions, maintain emotional control under stress

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This document 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.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____