HIGHLAND PARK ISD

Office *of* Human Resources

Job Title: Special Education Aide - Self Contained

Exemption Status/Test: Nonexempt

Reports to: Principal/Teacher

Pay Grade/Days: ISO2

Dept./School: Assigned Campus

Date Revised: June 2025

PRIMARY PURPOSE:

Help meet physical and instructional needs of students with disabilities in a self-contained classroom. 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.

QUALIFICATIONS:

Education/Certification:

High school diploma or hold a General Educational Development (GED) certificate
Valid Texas educational aide certificate

Knowledge/Skills/Abilities:

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

1. Help teachers prepare instructional materials and classroom displays.
2. Help maintain a neat and orderly classroom.
3. Help with inventory, care, and maintenance of equipment.
4. Help teachers keep administrative records and prepare required reports.
5. Provide orientation and assistance to substitute teachers.

Student Management

6. Assist students with physical disabilities according to their needs including transferring to and from wheelchairs; lifting; positioning; or assisting students with personal care such as feeding, bathroom needs, and personal hygiene.
7. Keep teacher informed of special needs or problems of individual students.
8. Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous students as needed.

9. Recognize differences in each student's special medical, physical, communicative, and emotional needs and adapt methods and interaction accordingly.
10. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by the teacher.
11. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.

Other

12. Maintain confidentiality.
13. Participate in staff development training programs, faculty meetings, and special events as assigned.
14. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:
Tools/Equipment Used: Standard office equipment including personal computer and peripherals
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions including 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
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____