# HIGHLAND PARK ISD

# Office *of* Human Resources

**Job Title:** Special Education Instructional Assistant

**Exemption Status/Test:** Nonexempt

**Reports to:** Principal

**Pay Grade/Days:** 1 or 2/187 Days

**Dept./School:** Assigned Campus

**Date Revised:** June 2025

**PRIMARY PURPOSE:**

Help meet physical and instructional needs of individual students with disabilities inside and outside the classroom. Assist with the implementation of Individual Education Plans (IEP), 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
Have met formal academic assessment, associate's degree, or two years of study at an institution of higher learning*
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

**Experience:**

Two years experience working with children

**MAJOR RESPONSIBILITIES AND DUTIES:**

**Student Management:**

1. Help meet the individual needs of student(s) including transferring to and from wheelchairs; lifting and positioning; interpreting instructions; and assisting with physical needs and personal care such as feeding, bathroom needs, and personal hygiene.
2. Help manage the behavior of assigned student(s). This includes intervening in crisis situations and restraining disruptive or dangerous students as needed.
3. Recognize differences in student's special medical, physical, communicative, and emotional needs and adapt methods and interaction accordingly.
4. Work with assigned student(s) or small groups to develop motor skills and conduct instructional exercises assigned by the teacher.
5. Assist assigned students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.
6. Keep teachers informed of special needs or problems of assigned student(s).

**Other:**

7. Maintain confidentiality.
8. Participate in professional development programs, faculty meetings, and special events as assigned.
9. 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; 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 nonambulatory 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

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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: _____