

BELLVILLE INDEPENDENT SCHOOL DISTRICT

518 S. MATHEWS STREET. BELLVILLE. TX. 77418. (979) 865-3133. WWW.BELLVILLEISD.ORG

JOB DESCRIPTION

SPECIAL EDUCATION AIDE (Pool)

PRIMARY PURPOSE

Assist the special education teacher to provide for the physical and instructional needs of students with disabilities in a special education setting. Assist in the implementation of classroom programs, including self-help, behavior management, and instruction. Work under the general supervision of the principal and the immediate direction of a certified teacher.

Reports to: Principal

Wage/Hour Status: Non-Exempt

Location: TBD

QUALIFICATIONS

High School Diploma or GED

Ability to work effectively with children with disabilities

Ability to follow verbal and written instructions

Knowledge of general office technology

SPECIAL KNOWLEDGE & SKILLS

- Uphold and enforce school rules, administrative regulations, and state and local board policy.
- Assist students with physical needs and personal care including feeding, bathroom needs, and personal hygiene.
- Assist students with physical disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning.
- Assist in managing behavior of students and crisis intervention, including restraining disruptive or dangerous physical behavior as needed.
- Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
- Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by the teacher.
- Keep the teacher informed of any special needs or problems of individual students.
- Assist the teacher in keeping administrative records and preparing required reports.
- Maintain confidentiality.
- Participate in staff development programs, faculty meetings, and special events, as needed.
- Other duties as assigned by the Superintendent and his/ her designee.

NUMBER OF DAYS WORKED: COMPENSATION SCALE:

187 Days / Hourly Pay-Grade:

DATE TO ASSUME DUTIES:

TBD

APPLICATION PROCESS & TIMELINE:

Apply by completing the application at www.bellvilleisd.org and by sending a resume and letter of interest to Chief Talent Officer, Tony Hancock at thancock@bellvillebrahmas.org