

LOHN ISD Job Description

Job Title: Educational Aide

Exemption Status/Test: Nonexempt

Reports to: Principal and teacher(s)

Date Revised:

Dept./School: Lohn School

Primary Purpose:

Help meet physical and instructional needs of students with disabilities and/or students without disabilities in a variety of instructional settings. Assist in implementation of classroom programs, including self-help, behavior management, and instructional programs. Work under general supervision of the principal and immediate direction of certified teacher(s).

Qualifications:

Education/Certification:

High school diploma or hold a General Educational Development (GED) certificate
Associate's degree, or two years of study at an institution of higher learning; or must have met TEA
formal academic assessment requirements for educational aide
Valid Texas educational aide certificate

Special Knowledge/Skills:

Ability to work with children with and/or without disabilities
Ability to follow verbal and written instructions
Ability to communicate effectively
Ability to assist in providing instruction in reading, writing, mathematics and science
Knowledge of general office equipment

Experience:

Some experience working with children

Major Responsibilities and Duties:

Instructional Support

1. Provide instruction to students under the direction of teacher; work with individual students or small groups.
2. Help teacher prepare instructional materials and classroom displays.
3. Help maintain a neat and orderly classroom.
4. Help with inventory, care, and maintenance of equipment.
5. Help teacher keep administrative records and prepare required reports.
6. Provide orientation and assistance to substitute teachers.

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Student Management

7. Assist students according to their needs.
8. Keep teacher informed of special needs or problems of individual students.
9. Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous students as needed.
10. Recognize differences in each student's special medical, physical, communicative, and emotional needs and adapt methods and interaction accordingly.
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 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)

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

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.