

Killeen Independent School District
Job Description

Job Title: Self-Contained Aide II
Reports To: School Principal and/or Assigned Teacher(s)
FLSA Status: Non-exempt

SUMMARY:

Assists special education teachers to achieve teaching/behavioral objectives by working with individual students or small groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.

Assists the teacher in devising special strategies for reinforcing material or skills based on an empathetic understanding of individual students, their needs, interests and abilities.

Operates and cares for equipment and instructional materials, as assigned by the teacher.

Helps student's master equipment including supplementary equipment and instructional materials, as assigned by the teacher.

Performs physical exercises/activities with students under the direction of the occupational therapists, physical therapists, or the adaptive P.E. teacher.

Assists with such large group activities as drill work, reading aloud, and storytelling.

Reads to students, listens to students read, and participates in other forms of oral communication with students.

Assists students in the library, media center, or computer lab.

Checks notebooks, corrects papers, and supervises testing and make up work, as assigned by the teacher.

Helps students with their clothing.

Assists with lunch, snack, and cleanup routines.

Assists with wash-up and toilet routines, including diapering and catheterization, if necessary.

Serves as the chief source for information and help with any substitute teacher assigned in the absence of the teacher.

Checks and records student attendance.

Assists the teacher in the implementation of students' behavior plans, following all procedures as outlined in the IEP.

Prepares, administers, and grades examinations under supervision of the teacher.

Performs other such tasks as may be assigned by special education teacher or principal.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities; however, the Self-Contained Aide works closely with students, faculty, and volunteers.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

Elementary School Requirements and Secondary Title I/Every Student Succeeds Act (ESSA) Campuses:
Title I campus requires 48 hours of accredited college credit with some emphasis in child growth and development or related courses or two years verifiable experience as an educational aide or other related experience as approved by the district.

Middle School and/or High School Requirements:

High school diploma or general education degree (GED) certificate and two years verifiable experience as an education aide or other related experience as approved by the district; or 15 semester hours of college credit with some emphasis in child growth and development or related courses or other related experience as approved by the district.

CERTIFICATES, LICENCES, REGISTRATIONS:

State Board for Educator Certification for Educational Aide II.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to students, other employees of the organization, and parents.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to implement specific program guidelines after training.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must frequently lift and carry 15-44 pounds and occasionally lift or carry 45 pounds and over. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT:

The employee may be required to be exposed to outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderately quiet.

Revised Date: March 02, 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.