

**Killeen Independent School District
Job Description**

Job Title: Aide III Special Education
Reports To: School Principal and or Assigned Teacher(s)
FLSA Status: Non-exempt

SUMMARY

Assists student's with meeting the state's academic achievement standards by working with individual and small groups of students under the supervision of a teacher

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Performs and assumes the responsibility for tasks under the general guidance of a certified teacher or teaching team.

Provides academic interventions to support and assist students individually or in groups, under the direct supervision of the teacher and/or the campus administrator.

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

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

Helps the teacher implement methodology and use instructional media to yield an educational environment for all students.

Assists the teacher with instructional activities.

Provides accommodations to students while working with individuals or with groups in a variety of educational settings.

Supports the implementation of the students IEP while working with individual students or small groups of students to reinforce learning of material or skills as introduced by the teacher

Presents subject matter to students utilizing a variety of methods and techniques

Relieves the teacher of selected exercises and instructional drills with students.

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

Assists the teacher in the implementation of students' behavior plans.

Checks and records student attendance and other daily record keeping tasks such as data collection tasks for behavior intervention plans or an IEP.

Knows and complies with Texas Education Agency and KISD educator standards of conduct.

Performs other such duties as may be assigned by teacher or campus administrator.

SUPERVISORY RESPONSIBILITIES

None

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. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

State Board for Educator Certification for Educational Aide Level III, and/or a minimum 30 hours at an accredited institution of higher learning with at least on course in child development and/or 3 years of experience as an instructional aide.

LANGUAGE SKILLS

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple 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 and to draw and interpret bar graphs.

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.

OTHERS SKILLS AND ABILITIES

Must take KISD educational aide test administered by the Auxiliary Human Resources Department.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Frequent in-district travel to multiple campuses as assigned.

Prepared Date: June 21, 2017