

## **Killeen Independent School District Job Description**

**Job Title:** Physical Needs Aide II - Related Services  
**Department:** Special Education  
**Reports To:** Director of Special Education or Special Education Supervisory Staff  
**FLSA:** Non-exempt

### **SUMMARY**

Performs office/clerical and support duties for the Special Education Department - Related Services (occupational therapy, physical therapy, assistive technology and In-Home).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Assists with operation and care for equipment and materials assigned by special education staff and teachers (wheelchairs, standards, assistive technology, etc)

Works with individual students or small groups of students to master equipment and other materials assigned by special education staff and teachers

Performs physical exercises/activities with students under the direction of occupational or physical therapists and assistive technology staff

Assists in the gathering and compiling of documentation to track and monitor student's related service activities

Acts as the liaison between necessary special education personnel and parents/family with regards to student's related service needs when needed

Coordinates information from the family, teachers and other special education personnel regarding In-Home Training needs

Coordinates all activities/tasks associated with In-Home Training program services

Maintains student folders and documentation pertaining to related service

Provides student reports as requested by Special Education personnel

Completes all necessary clerical work on a daily basis

Performs other tasks as may be assigned by supervisory special education staff

**SUPERVISORY RESPONSIBILITIES:** None. However the position works closely with students, teachers, faculty, volunteers and other special education staff.

**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, skills and/or abilities 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 II, and high school diploma or general education degree (GED) certificate.

**LANGUAGE SKILLS:** Ability to read and comprehend instructions, short correspondence, and memorandums. Ability to write correspondence. Ability to effectively present information in one-on-one and/or small group situations to students, parents, and other personnel as necessary.

**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 program guidelines as specified.

**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 or more. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. Must be able to use physical restraint after training in restraint techniques.

**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. 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.

**OTHER QUALIFICATIONS:** Must take KISD aide test. Must demonstrate proficiency in Computers. Bilingual preferred.

Prepared By: Dr. Debra Aiken  
Prepared Date: July 19, 2010  
Revised By: Frank Crayton  
Revised Date: August 28, 2010

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.