

Job Title: SPECIAL EDUCATION AIDE (RESOURCE/INCLUSION SUPPORT)
Reports to: Special Education Department/Principal and teacher(s)
Dept./School: Special Education Department/Assigned Campus
Wage/Hour Status: Non-exempt
Date Revised: April 20, 2026

Primary Purpose

Help special education teacher provide for physical and instructional needs of students with disabilities in special education setting. Assist in implementation of classroom programs, including self-help, behavior management, and instruction programs. Provide instructional, behavioral, and classroom support to students with disabilities in general education, inclusion, and resource settings. Assist certified teachers in implementing Individualized Education Programs (IEPs) and supporting student access to the general curriculum while promoting independence and academic success.

QUALIFICATIONS

Education/Certification

A minimum of 60 college hours

Special Knowledge/Skills

Ability to work with children with disabilities

Ability to follow verbal and written instructions

Good organizational skills

Physical ability to perform assigned tasks involving lifting children, toileting, cleaning and other self-care assistance as required by some handicapped students

Experience

Some experience working with children

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Support

1. Assist teachers in providing instruction to students individually or in small groups in academic subject areas.
2. Reinforce learning concepts, accommodations, and modifications as directed by the teacher.
3. Support implementation of IEP goals and objectives within the classroom setting.
4. Assist in preparing, adapting, and organizing instructional materials and classroom activities.
5. Promote student engagement, independence, and appropriate participation in learning activities.
6. Monitor student progress and provide the teacher with feedback on academic performance and needs.

Behavioral Support

7. Support positive student behavior by reinforcing expectations and implementing classroom behavior strategies as directed
8. Assist with behavior monitoring and documentation, including data collection when required.
9. Use de-escalation strategies and follow established procedures to address minor behavioral concerns.
10. Maintain a safe and orderly learning environment.

Student Support & Supervision

- 11. Assist students during transitions within the classroom and throughout the campus as needed.
- 12. Supervise students during instructional and non-instructional times, including arrival, dismissal, lunch, and recess as assigned.
- 13. Provide support during testing situations, including maintaining testing accommodations as directed.
- 14. Accompany students on field trips or school activities as assigned.

Clerical & Classroom Support

- 15. Assist with maintaining accurate student records, including academic and behavioral documentation.
- 16. Perform clerical duties, including copying, filing, typing, and organizing materials.
- 17. Help maintain a clean, organized, and structured classroom environment.
- 18. Provide assistance and guidance to substitute teachers as needed.

Communication & Collaboration

- 19. Communicate effectively with teachers and staff regarding student progress, needs, and concerns.
- 20. Collaborate with instructional staff to support student success in inclusive settings.

Professional Responsibilities

- 21. Maintain confidentiality of student information in accordance with district policies and legal requirements.
- 22. Participate in staff development, in-service trainings, and faculty meetings as assigned.
- 23. Follow all district policies, procedures, and safety guidelines.
- 24. Perform other duties as assigned by the teacher, campus administration, or supervisor.

Supervisory Responsibilities

None.

EQUIPMENT USED

Wheelchair lift, ramp, personal computer, copier, typewriter, and audio-visual equipment.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling; regular heavy lifting of students. Biological exposure to bacteria and communicable diseases.

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

Reviewed by: _____

Date: _____

Approved by: _____

Date: _____