

Job Title: AIDE, SPECIAL EDUCATION (LIFE SKILLS)
Reports to: Special Education Director and Teacher(s)
Dept./School: Assigned Campus/Special Education Department
Wage/Hour Status: Non-exempt
Date Revised: April 20, 2026

Primary Purpose

Provide instructional, personal care, and functional life skills support to students with significant cognitive, physical, and/or medical disabilities in a life skills classroom. Support students in developing independence, safety awareness, and daily living skills in alignment with their Individualized Education Programs (IEPs).

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 delivering instruction to students individually or in small groups focused on functional academics and life skills.
2. Support instruction in daily living skills, including personal hygiene, feeding, dressing, communication, mobility, vocational tasks, and community-based skills.
3. Reinforce appropriate behaviors through modeling, prompting, and structured routines.
4. Assist with lesson preparation and implementation of classroom activities aligned to IEP goals.
5. Collect observational data and assist with maintaining student instructional records as directed by the teacher.
6. Communicate student progress, concerns, or changes in needs to the teacher in a timely manner.

Personal Care Services (PCS)

7. Assist students with physical needs, including lifting, transferring, positioning, and mobility using proper body mechanics.
8. Provide personal care assistance such as toileting, diapering, feeding, grooming, and hygiene in a respectful and dignified manner.
9. Demonstrate competency in assigned PCS tasks and participate in required competency verification by licensed health care providers.
10. Maintain accurate documentation of PCS services delivered, including SHARS-related documentation as required.
11. Apply safe techniques for assisting students with limited mobility or medical needs.

Health, Safety & Medical Support

- 12. Under the supervision of licensed personnel, assist with routine health-related services for students with complex medical needs, which may include tube feeding, suctioning, medication administration, and use of specialized equipment.
- 13. Maintain a clean, safe, and organized classroom environment.
- 14. Monitor students during instructional and non-instructional activities to ensure safety at all times.
- 15. Assist with emergency procedures, health and safety protocols, and disaster preparedness as required.

Student Supervision & Campus Support

- 16. Escort students throughout the campus, including to transportation, related services, and community-based instruction.
- 17. Supervise students during lunch, recess, transitions, and arrival/dismissal.
- 18. Accompany students on instructional outings and community-based learning experiences.

Professional Responsibilities

- 19. Confidentiality of student information in accordance with district policies and legal requirements.
- 20. Assist with preparation of instructional materials and classroom organization.
- 21. Provide support to substitute teachers as assigned.
- 22. Participate in required staff development, trainings, and meetings.
- 23. Perform additional duties as assigned by the teacher, campus administration, or supervisor.

Supervisory Responsibilities

None.

EQUIPMENT USED

Wheelchair lift, ramp, adaptive equipment, personal computer, instructional materials, AT devices if applicable.

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:** _____