Job Title: **AIDE, SPECIAL EDUCATION EARLY CHILDHOOD COMMUNICATION**
Reports to: Speech Language Pathologist Coordinator
Dept./School: Special Education Department/Early Childhood Campus
Wage/Hour Status: Non-exempt
Date Revised: October 26, 2026

Primary Purpose

Assists the Speech Language department with physical and instructional needs of students. Assist in implementation of classroom programs, including self-help, behavior management, transition assistance and instruction programs.

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
Ability to communicate effectively in English and Spanish
Good organizational skills
Knowledge of general office equipment; basic computer 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, preferably special needs children

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Support

1. Assist students with physical disabilities receiving speech therapy services according to their needs, including transferring to and from wheelchairs, lifting, or positioning.
2. Assist students with physical needs and personal care, including feeding, bathroom needs, and personal hygiene.
3. Help manage behavior of students. This includes intervening in crisis situations and assisting with disruptive or dangerous student behavior as needed.
4. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
5. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by Speech Language Pathologist/Speech Language Pathologist Assistant.
6. Keep Speech Language Pathologist/Speech Language Pathologist Assistant informed of special needs or problems of individual students.
7. Supervise children during play periods and transitions to ensure their safety.
8. Assist in the maintaining of individual student records.
9. Escort or assists children in general education classes and/or specialized classes, as needed.
10. Participate in daily and long-range lesson and classroom activity planning.

Other

11. Help Speech Language Pathologist/Speech Language Pathologist Assistant prepare instructional materials and classroom displays.

12. Help maintain a clean, neat and orderly room.

13. Help Speech Language Pathologist/Speech Language Pathologist Assistant keep administrative records and prepare required reports.

14. Serve as interpreter between the Speech Language Pathologist/Speech Language Pathologist Assistant and Spanish-speaking parents as needed

15. Participate in staff development training programs, faculty meetings, and special events as assigned.

16. Assist students with Special Education transportation assigned by a Special Education Administrator.

17. Perform other duties assigned by supervisor.

18. Maintain confidentiality of information.

EQUIPMENT USED

Wheelchair lift, ramp, personal computer, copier, typewriter, and audiovisual equipment.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

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

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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:** _____