

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

### **Primary Purpose**

Provide instructional and behavioral support to students with emotional and behavioral disabilities in a behavior skills classroom. Support the implementation of Behavior Intervention Plans (BIPs), promote positive behavior, and maintain a safe and structured learning environment aligned with students' 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**

### **Behavioral & Instructional Support**

1. Assist teachers in implementing instructional activities and behavioral interventions for students individually or in small groups.
2. Support the implementation of IEPs and Behavior Intervention Plans, including Positive Behavioral Interventions and Supports (PBIS).
3. Monitor student behavior and apply approved behavior management, de-escalation, and crisis intervention techniques as trained.
4. Physically assist, calm, and de-escalate students demonstrating volatile or unsafe behavior using approved physical management and assault response techniques when necessary.
5. Model appropriate social, emotional, and behavioral skills across classroom and campus settings.
6. Collect behavioral data, incident documentation, and observational records as directed by the teacher.
7. Communicate behavior trends, concerns, and student progress to the teacher and support team.

### **Student Safety & Supervision**

8. Maintain constant supervision of students to ensure safety of students and staff.
9. Assist with student transitions throughout the campus, including arrival, dismissal, transportation, lunch, and recess.
10. Accompany and supervise students on instructional outings, field trips, or vocational activities as assigned.
11. Assist with supervision during non-instructional periods and crisis situations.

### **Classroom & Clerical Support**

12. Assist with preparation and organization of instructional materials and classroom environments.
13. Maintain accurate student records, attendance, and required documentation.
14. Assist substitute teachers with classroom procedures and student needs.

**Personal Care Services (PCS)**

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

**Health & Personal Care (As Needed)**

- 20. Assist students with basic personal care needs, including toileting, hygiene, and feeding, when required by the student’s IEP or safety plan.
- 21. Follow health and safety protocols and seek licensed support when medical concerns arise.

**Professional Responsibilities**

- 22. Maintain confidentiality of student information in accordance with legal and district requirements.
- 23. Participate in required trainings, including behavior management, crisis intervention, and safety procedures.
- 24. Attend staff meetings, in-service trainings, and professional development as assigned.
- 25. Perform other duties as assigned by the teacher, campus administration, or supervisor.

**Supervisory Responsibilities**

None.

**Equipment Used**

Instructional materials, personal computers, audio-visual equipment, AT-related equipment, and safety or behavior support equipment as trained.

**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.

This position works in a structured behavior skills classroom serving students with significant behavioral needs. The environment may be active and unpredictable, requiring staff to respond to challenging behaviors using approved de-escalation and safety techniques. Physical activity and crisis response may be required; training and support are provided.

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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: \_\_\_\_\_