

**KEMP INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: Classroom / Special Education Aide

SCHOOL: Intermediate Campus

REPORTS TO: Intermediate Campus Principal

DATE POSTED: 02/13/2019

Position Summary:

Assist the special education teacher to provide for the physical and instructional needs of students. Assist in the implementation of classroom programs, including self-help, behavior management and instruction. Work under the general supervision of the principal and immediate direction of a certified teacher.

Position Requirement:

Education/Certification: High school diploma or GED
Valid Texas Educational Aide Certificate

Special Knowledge/Skills: Ability to work well with children
Ability to follow verbal and written instructions
Knowledge of general office equipment

Experience: Experience working with children preferred.

Duties/Responsibilities:

1. Uphold and enforce school rules, administrative regulations, and state and local policy.
2. Assist in managing the behavior of students and crisis intervention, including restraining disruptive or dangerous physical behavior as needed.
3. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
4. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by the teacher.
5. Assist in supervising students throughout the school day, both inside and outside the classroom, including lunchroom, bus duty, and playground.

6. Keep the teacher informed of any special needs or problems of individual students.
7. Assist teacher in preparing instructional materials and classroom displays.
8. Assist in maintaining a neat and orderly classroom.
9. Assist in inventory, care, and maintenance of equipment.
10. Assist the teacher in keeping administrative records and preparing required reports.
11. Provide orientation and assistance to substitute teachers.
12. Maintain confidentiality.
13. Participate in staff development training programs, faculty meetings, and special events, as needed.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment

Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping

Motion: Moderate walking

Lifting: Regular light lifting and carrying (less than 15 pounds)

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Application Procedures:

To apply for this position please apply online at www.teacherjobnet.org.

Kemp I.S.D.
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Application Deadline: Open until filled