



Behavior Educational Aide Job Description

Job Title: Behavior Educational Aide

Reports to: Principal/Teacher(s) Assigned/Special Education Director

Dept./School: Campus as assigned

Primary Purpose:

Provide immediate classroom management assistance to teachers as assigned. Provide model teaching, planning, and organization of individual student or classroom managements systems until classroom or student is stabilized.

Qualifications:

Education/Certification:

High school diploma or GED
Valid Texas educational aide certificate
Current CPI certification

Special Knowledge/Skills:

Ability to work with children
Ability to follow verbal and written instructions
Ability to communicate effectively
Knowledge of general office equipment

Experience:

Some experience working with children

Major Responsibilities and Duties:

Instructional Support

1. Provide assistance to teachers as assigned.
2. Collaborate/communicate information to teachers as appropriate in regards to student behavior.
3. Provide documentation of services/interventions to assigned personnel as requested.
4. Consult and coordinate with teachers to assist in implementing behavior intervention strategies and techniques.
5. Assist in developing class schedules, student rewards, and student contacts to assist teachers in maintaining classroom or student behavior plans.
6. Assist in developing data reports, behavior reports, etc. in order to assist teacher in maintaining classroom or student behavior in order to move towards academic success.

Student Management

7. Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.



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8. Assist students with physical needs and personal care, including feeding, bathroom needs, and personal hygiene.
9. Help manage behavior of students, including intervening in crisis situations and restraining disruptive or dangerous student behavior as needed.
10. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
11. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
12. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.
13. Keep teacher informed of special needs or problems of individual students.

Other

14. Maintain confidentiality.
15. Participate in staff development training programs, faculty meetings, and special events as assigned.
16. Other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

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

Approved by _____

Date _____

Reviewed by _____

Date _____