

Medina Valley ISD Job Description School Year 2021-2022

Job Title:	Aide, ALE	Wage/Hour Status:	Nonexempt
Reports to:	Principal and Teacher(s) Assigned	Pay Grade:	CP 03
Dept/Division:	Assigned Campus	Contract Days:	187

Primary Purpose:

Help meet physical and instructional needs of individual students with disabilities inside and outside classroom. Assist with the implementation of Individual Education Plans (IEP), including self-help, behavior management, and instruction programs.

Supervisory Responsibilities:

None

Qualifications:

Education/Certification:

High school diploma or equivalent
Valid Texas educational aide certificate

Special Knowledge/Skills:

Ability to work with children with disabilities
Ability to follow verbal and written instructions
Ability to communicate effectively

Experience:

Two years' experience working with children

Major Responsibilities and Duties:

1. Help meet the individual needs of students, including transferring them to and from wheelchairs, lifting and positioning them, and signing or interpreting instructions for them, etc.
2. Help students take care of physical needs and personal care including feeding, bathroom needs, and personal hygiene.
3. Help manage the behavior of assigned students. This includes intervening in crisis situations and restraining 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 assigned students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.

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Last Reviewed: April 2020

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6. Assist assigned students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
7. Keep teacher informed of special needs or problems of assigned students.
8. Maintain confidentiality.
9. Participate in professional development programs, faculty meetings, and special events as assigned.
10. Work under general supervision of principal and immediate direction of certified teacher.
11. Perform other duties as assigned.

Equipment Used:

Wheelchair lift and ramp

Other equipment used based on condition of student assigned, i.e., adaptive equipment, oxygen gauges, etc.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional lifting and carrying

Environment: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel

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

Medina Valley ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. 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.

Employee Signature: _____

Date: _____

Reviewed by: _____

Date: _____

Approved by: _____

Date: _____

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