

Special Education Instructional Aide

Houston Gateway Academy is seeking a dedicated and compassionate Special Education Instructional Aide to support students receiving special education services and assist teachers in providing a structured, supportive, and inclusive learning environment. The Special Education Instructional Aide will work under the supervision of the Special Education Teacher and campus administration to help ensure all scholars receive the academic and behavioral support necessary for success. The ideal candidate will support Houston Gateway Academy's mission of academic excellence, structure, and positive student development while maintaining high expectations for all learners.

Key Responsibilities:

- Provide instructional and behavioral support to students receiving special education services in accordance with their Individualized Education Programs (IEPs).
- Assist the Special Education Teacher with small group instruction, one-on-one support, and classroom accommodations.
- Support implementation of modifications and accommodations to help students access the general education curriculum.
- Reinforce lessons, monitor student progress, and assist with academic tasks as directed by the teacher.
- Help maintain a structured, safe, and supportive classroom environment that reflects Houston Gateway Academy's culture and expectations.
- Assist with behavior management strategies and interventions as directed by the teacher or campus administration.
- Support students with organization, transitions, and daily classroom routines.
- Maintain confidentiality regarding student records, services, and personal information.
- Assist with supervision of students in classrooms, hallways, cafeteria, and other designated areas as assigned.
- Support documentation and preparation of instructional materials as directed by the Special Education Teacher.
- Communicate effectively with teachers and campus staff regarding student needs and progress.
- Maintain professionalism and uphold Houston Gateway Academy standards and expectations.

Qualifications:

- **High School Diploma/GED**
- **MUST hold One of the following: An Associate's degree or 48 college hours plus or Paraprofessional Certificate or State Board for Educator Certification (SBEC) Educational Aide Certificate**
- **RBT Certificate**
- **Experience working with special education students**
- **Satisfactory outcome of a background check. Employees are responsible for a non-refundable fingerprinting fee (approximately \$50.00).**