



Henrietta Independent School District

All IN FOR EXCELLENCE

76365

Mailing Address

1801 E Crafton

Henrietta, TX

Job Title: Classroom Instructional Aide

Exemption Status/Test: Nonexempt

Reports to: Elementary Principal

Date Revised: 07/01/2024

Dept./School: Elementary School

Primary Purpose:

Provide instructional assistance to students under the direct supervision of a certified teacher. Assist in preparing, conducting, and managing of classroom activities.

Qualifications:

Education/Certification:

- High school diploma or hold a General Educational Development (GED) certificate
- Willing to complete formal academic assessment, associate's degree, or two years of study at an institution of higher learning*
- Valid Texas educational aide certificate

Special Knowledge/Skills:

- Ability to assist in instructing reading, writing, and mathematics
- Ability to work well with children
- Ability to communicate effectively

Experience:

- Preferred experience working with children

Major Responsibilities and Duties:

Instructional Support

1. Provide instruction to students under the direction of teacher, work with individual students or small groups.

2. Assist teacher in preparing instructional materials and classroom displays.
3. Help maintain neat and orderly classroom.
4. Help teacher keep administrative records and prepare required reports.

Student Management

5. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
6. Make teacher aware of special needs or problems of individual students.

Other

7. Participate in staff development training programs to improve job performance.
8. Participate in faculty meeting and special events as assigned.
9. Follow district safety protocols and emergency procedures.

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

**Required by Every Student Succeeds Act (ESSA) for aides who are providing instructional support in Title I, Part A program.*