



Job Title: Fine Arts Associate

Wage/Hour Status: Exempt

Reports To: Principal

Pay Grade: Clerical Paraprofessional - 4

Dept./School: Assigned Campus

Revised: 7/2025

Primary Purpose:

The role of the Fine Arts Associate is to assist with various fine art lessons while maintaining excellent classroom discipline. Individuals should possess a background in music, art, or theatre.

Qualifications:

Education/Certification:

This position is on a Title 1 Campus, which requires the "No Child Left Behind" Highly Qualified status.

To Meet the "Highly Qualified" requirement you must have completed at least two years of study at an institution of higher education; or have obtained an associate's (or higher) degree. Two years study would equate to 48 college credit hours.

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:

Some experience working with children

Responsibilities:

- Support board and administrative policies and decisions.
- Maintain professional work environment through a positive attitude, punctuality, regular attendance, phone etiquette and personal appearance.

Instructional Support:

- Assist teacher in preparing instructional materials and classroom displays.
- Assist with administering and scoring objective test instruments and/or class work assignments.
- Maintain neat and orderly classroom.
- Help with inventory, care, and maintenance of equipment.
- Assist teacher in preparation of administrative records and reports.
- Provide classroom orientation and assistance to substitute teachers.



Student Management:

- Conduct instructional exercises assigned by the teacher; work with individual students and/or small groups.
- Help supervise students throughout school day, inside and outside classroom as required. Supervision duties may include cafeteria, bus, playground duty, etc.
- Inform teacher of special needs or problems of individual students.

Other:

- Participate in staff development training programs to improve job performance.
- Attend faculty meetings and special events as assigned.
- Maintain confidentiality.
- Perform any other duties as may be assigned by the campus principal/designee:

Supervisory Responsibilities: None

Working Conditions:

Tools & Equipment: Copier, computer, typewriter, and audiovisual equipment

Mental Demands: Work with frequent interruptions, maintain emotional control

Physical Demands: Moderate standing, stooping, bending, and lifting

Environmental Factors: Exposure to noise and communicable diseases

Calendar Schedule: 186 days

Clerical Paraprofessional – Pay Grade 4

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

I understand I work for Abilene ISD and assigned to the _____ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE _____ Date: _____