

Job Title: Temporary Instructional
Aide/Paraprofessional

Revised: 2/19/2024

Reports to: Substitute Office/Principal/Assigned
Teacher

Dept./School: Assigned Campus/Role

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

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

Major Responsibilities and Duties:

Instructional Support

- Provide instruction to students under the direction of teacher; work with individual students or small groups.
- Assist teacher in preparing instructional materials and classroom displays.
- Assist with administration and scoring of objective testing instruments or work assignments.
- Help maintain neat and orderly classroom.
- Help with inventory, care, and maintenance of equipment.
- Help teacher keep administrative records and prepare required reports.
- Provide orientation and assistance to substitute teachers.

Student Management

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

Other

- Participate in staff development training programs to improve job performance.
- Participate in faculty meeting and special events as assigned.
- 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

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

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.