

Job Title: Instructional Aide

Pay Grade: Clerical-Paraprofessional - 1

Reports to: Principal

Revised: 1/24/2024

Dept./School: District Wide

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

Highly Qualified Status:

- Attend the free AISD Paraprofessional Academy once hired or;
- Associate's degree, or two years of study at an institution of higher learning
- State Paraprofessional Certification (recommended)

Special Knowledge/Skills:

- Ability to assist in instructing reading, writing, and mathematics
- Ability to work well with children
- Ability to communicate effectively
- Ability to work cooperatively with others and maintain a positive attitude in the work environment
- Ability to use good judgment in problem-solving and decision-making
- Use time productively
- Ability to follow district policies and procedures
- Ability to accept supervisory direction and desire to improve job skills
- Ability to demonstrate tact, courtesy and helpfulness in dealing with staff, students, parents, and visitors to the school

Experience:

- Some experience working with children preferred

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: Students

Misc. Information:

Mental Demands/Physical Demands/Environmental Factors:

- **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

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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.