

## **Aledo ISD Job Description**

### **Campus**

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## **Teacher's Aide**

Rev. 8/26/2014

**Reports to:** Principal / Classroom Teacher

**Primary Purpose:**

Assist teacher in preparation and management of classroom activities and administrative requirements. Work under supervision of certified teacher.

**Qualifications:**

**Education/Certification:**

Minimum of 48 college hours required;  
Valid Texas educational aide certificate

**Special Knowledge/Skills:**

Ability to work well with children;  
Ability to communicate effectively

**Experience:**

Some experience working with children

**Major Responsibilities and Duties:**

**Instructional Support**

1. Assist teacher in preparing instructional materials and classroom displays.
2. Assist with administration and scoring of objective testing instruments or work assignments.
3. Help maintain neat and orderly classroom.
4. Help with inventory, care, and maintenance of equipment.
5. Help teacher keep administrative records and prepare required reports.
6. Provide orientation and assistance to substitute teachers.

**Student Management**

7. Conduct instructional exercises assigned by the teacher; work with individual students or small groups.
8. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
9. Keep teacher informed of special needs or problems of individual students.

**Other**

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

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Copier, personal computer, and audiovisual equipment.

**Working Conditions:**

**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); occasional moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside; may occasionally work 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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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Employee Signature

Date

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Supervisor Signature

Date