# AUSTIN ISD
# JOB DESCRIPTION

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| JOB TITLE: | **PART TIME TEACHER ASSISTANT** | | | PAY GRADE: | **IS 3** |
| DUTY DAYS: | **P/T** | FLSA STATUS: | **NON-EXEMPT** | DATE REVISED: | **02/19/2026 HC** |
| FUNDING SOURCE: | **THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.** | | | | |

**MINIMUM QUALIFICATIONS:**

This position requires a minimum of 48 college hours or an Associate's degree or higher from an accredited college or university, or a high school diploma (or equivalent) and successful completion of the Austin Community College ParaEducator Institute course, Region 13 Education Service Center Paraprofessional Program, or similarly approved program/course. Additionally, this position requires an Educational Aide certificate as required by the State of Texas and/or Austin ISD and some experience working with children is required.

**SKILL REQUIREMENTS:**

This position requires in-service workshop training, seminars, and courses. This position requires basic understanding of subject areas to be taught and ability to interact with and relate to children. Incumbent may be required to operate a variety of office/classroom equipment and must be able to assist in preparing instructional materials and classroom displays. Incumbent must have knowledge of CPR and other basic first aid techniques. Specialized knowledge and use of specialized equipment used in particular subject areas/specific assignments (e.g., foreign languages, sign language, physical restraint training) is preferred. Incumbent must be able to physically lift and manipulate students as needed. Employees in this position must be able to read, write, and speak/communicate in English to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

**JOB PURPOSE AND RESPONSIBILITY:**

This position is responsible for providing general assistance to teachers and students, either in a school or a program for special needs children. Incumbent must exercise judgment in handling student disciplinary problems and in assessing students' skill levels.

**ESSENTIAL FUNCTIONS:**

- Assist teacher in preparing instructional materials, classroom bulletins and other educational displays.
- Work closely with students and reinforce skills introduced by the teacher.
- Tutor individual students (e.g., help them prepare assignments or explain material they do not understand); assist with independent study.
- Conduct small groups such as reading groups.
- Monitor student behavior (e.g., during bus loading, on the playground, in the cafeteria and hallways, and when teacher is absent from classroom), discipline students, as necessary.
- Ensure that specific materials and supplies are ready for classroom use.
- Operate classroom equipment, online resources and audio technical equipment.

- Correct homework assignments and grade papers.
- Perform clerical duties such (recording attendance/grades and duplicating/laminating material).
- Assist children in eating or using the bathroom when necessary.
- Provide first aid and care for sick children.
- Clean classrooms or eating areas.
- Participate in professional development programs, faculty meetings, and special events as assigned.
- Provide orientation and assistance to substitute teachers.
- Alert teacher of an individual child's special needs or problems; call parents to discuss students' progress or disciplinary problems.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

**OTHER DUTIES AS ASSIGNED:**

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

**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 Work is generally conducted in a classroom environment depending on course material or activities assigned. Career and Technical classes may be taught outdoors or in a machine shop environment. Field trips and recess may require outdoor activities.

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

**PERSONAL WORK RELATIONSHIPS:**

Incumbent works under the supervision of a classroom teacher and/or principal. All work is reviewed by the teacher to ensure that material is presented properly, and a formal evaluation is conducted annually. Incumbent will have contact with students, in order to provide job related Instruction, give guidance, and serve as an appropriate role mode. Incumbent will have contact with teachers and principals in order to receive instructions and feedback, assist in planning, and discuss students' progress/performance. Incumbent will have contact with parents in order to discuss students' progress/performance, to listen to questions and concerns.

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*The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

**I have read & acknowledged the job description above.**

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| **Employee Signature:** | | **Date:** | |