

Job Title: Student Educational Aide**FLSA Status:** Nonexempt**Reports to:** CTE Supervising Teacher**Hourly Wage:** \$13.50**Dept./School:** Assigned Campus(es)**Date Revised:** March, 2026

Primary Purpose:

Provide instructional assistance to students under the direct supervision of the Career and Technical Education (CTE) supervising teacher and cooperating classroom teacher. Assist in preparing, conducting, and managing of classroom activities.

Qualifications:**Education/Certification:**

High school Junior or equivalent academic studies

CTE prerequisite coursework in the Teaching and Training Program of Study

Concurrently enrolled in Practicum in Education and Training or Career Preparation at AC Jones High School

Minimum GPA of 3.0

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**

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

Student Management

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

Other

- 10. Participate in CTE training programs to improve job performance.
- 11. Participate in faculty meetings and school special events as assigned by CTE supervising teacher or cooperating classroom teacher.
- 12. Perform all other duties as assigned by the CTE Supervising Teacher or classroom teacher.

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 responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____