

## BRAZOSPORT ISD JOB DESCRIPTION

Campus



**Job Title:** ECSE Instructional Aide

**Reports to:** Principal and Teacher(s) Assigned

**Dept./School:** Campus

**Employment Type:** Nonexempt

**Pay Grade:** Clerical/Para Admin 2

**Days:** 177

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### 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 GED
- Highly Qualified under ESSA
- 48 college hours **or**
- Pass local assessment exam
- Valid Texas educational aide certificate

### Special Knowledge/Skills:

- Ability to assist in instructing reading, writing, and mathematics
- Ability to work well with children with disabilities
- Ability to follow verbal and written instructions
- Ability to communicate effectively

### Experience:

- Some experience working with children

### General Employee Requirements:

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the district.
- Follow and support board policies in areas of related responsibility.
- Ensure district resources are managed effectively to maximize resources for

#### BRAZOSPORT STATEMENT OF NONDISCRIMINATION:

*It is the policy of Brazosport ISD not to discriminate or engage in harassment on the basis of race, color, national origin, sex, religion, age, disability, or any other legally protected status in its educational and vocational programs, services or activities or matters related to employment as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination in Employment Act; Americans with Disabilities Act, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries regarding the Brazosport ISD non discrimination policies in the following areas should be directed to:*

**Students/Parents:** FFH (EXHIBIT)

[District Contact for Title IX](#)

[District Contact for Americans with Disabilities Act \(ADA\) & Section 504](#)

**Employment/Employees/Public:** DIA (EXHIBIT)

[District Contact for Title IX, Americans with Disabilities Act \(ADA\) / Section 504.](#)

Call: 979.730.7000 or Write: P.O. Drawer Z, Freeport, TX 77542

student learning.

- Share in the development and implementation of district success plans
- Actively participate in ongoing development to improve work quality and district contribution.
- Model integrity, work ethic, and professionalism as a suitable example for BISD students.

## **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 meet the individual needs of student(s) including transferring to and from wheelchairs; lifting and positioning; interpreting instructions; and assisting with physical needs and personal care such as feeding, bathroom needs, and personal hygiene.
- Help manage the behavior of assigned student(s). This includes intervening in crisis situations and restraining disruptive or dangerous student as needed.
- Recognize differences in student's special medical, physical, communicative, and emotional needs and adapt methods and interaction according.
- Work with assigned student(s) or small groups to develop motor skills and conduct instructional exercises assigned by teacher. Assist assigned students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
- Keep teacher informed of special needs or problems of assigned student(s).

### **Other**

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

## **Supervisory Responsibilities:**

- None.

## **Mental Demands/Physical Demands/Environmental Factors:**

- **Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment; other specialized and adaptive equipment used by students

- **Posture:** Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting
  - **Motion:** Frequent walking and reaching
  - **Lifting:** Frequent light lifting and carrying (less than 15 pounds); Occasional heavy lifting (45 pounds or over) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting non ambulatory students, and lifting and moving adaptive and other classroom equipment
  - **Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; exposure to biological hazards (bacteria, communicable diseases)
  - **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 responsibilities and duties that may be assigned or skills that may be required.

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