



CLEVELAND INDEPENDENT SCHOOL DISTRICT

Job Description

1901 E. HOUSTON STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

TITLE:	Aide, Instructional	STATUS:	Non-Exempt
REPORTS TO:	Campus Principal	TERMS:	180 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	IS1-IS3

PRIMARY FUNCTION

Assist in the implementation of instructional and campus support services under the direct supervision of a certified staff member. Provide support to students, staff, and parents to promote a positive and productive learning environment.

QUALIFICATIONS

Education/Certification:

High School diploma or GED (required)

Valid Educational Aide Certificate issued by the State Board of Educator Certification

Must meet all highly qualified "Every Student Succeeds Act" (ESSA) requirements

Special Knowledge/Skills:

Ability to assist in instructing reading, writing, and mathematics

Ability to work well with children

Ability to communicate effectively

Experience:

Two years of experience working with students preferred

Such alternatives to the above qualifications as the Board may find appropriate

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

ESSENTIAL JOB FUNCTIONS:

1. Work with individual students or small groups to reinforce instruction and support learning.
2. Assist the teacher in preparing materials, setting up instructional activities, and maintaining a clean and orderly classroom.
3. Support student behavior management through positive reinforcement and consistent expectations.
4. Supervise students in various settings (e.g., classroom, cafeteria, playground, hallways).
5. Assist in monitoring and tracking student progress, behaviors, and instructional activities.
6. Provide clerical support such as laminating, copying, filing, and organizing materials.
7. Maintain confidentiality regarding student and staff information.
8. Participate in training sessions and professional development as required.

9. Perform other duties as assigned by the teacher, principal, or district administrator

SPECIFIC DUTIES/RESPONSIBILITIES

IS1 Pay Grade

Bilingual Aide - Provides academic and language support to English Learners in both English and the native language (Spanish), under the direction of bilingual-certified staff.

Instructional Aide - Assists classroom teachers with general education instruction, small group tutoring, and classroom tasks across multiple grade levels or content areas.

P.E. Aide - Supports physical education instructors by helping students with exercises and activities, managing equipment, and ensuring safety standards during physical activities.

PreK Aide - Supports early childhood classrooms by assisting with routines, toileting needs, instructional centers, and age-appropriate academic activities.

SPED Inclusion Aide - Provides support to students with disabilities in general education settings, reinforcing instruction and assisting with accommodations/modifications as directed by the special education teacher.

IS2 Pay Grade

SPED ECSE (Early Childhood Special Education) Aide - Assists with young children with disabilities in a structured early childhood setting, including personal care, behavior reinforcement, and individualized instruction.

SPED Life Skills Aide - Supports students with significant cognitive and/or physical disabilities in a self-contained setting by assisting with academics, life skills, hygiene, feeding, mobility, and behavior support.

SPED TRIBE Aide - Provides targeted, direct support to students in behavioral intervention programs, helping them develop social-emotional and behavioral skills through structured activities and support.

SPED Braille Aide - Provides specialized assistance for visually impaired students, including transcribing materials into Braille, supporting the use of adaptive technology, and facilitating accessible learning.

SPED District Behavior Aide - Provides behavioral support to students receiving special education services across multiple campuses. This position is assigned based on district needs and assists in implementing behavior intervention plans, supporting classroom management strategies, and ensuring a safe, structured environment. Flexibility and the ability to travel between campuses are essential.

IS3 Pay Grade

Flex Aide - Serves as a flexible support staff member, providing instructional or clerical assistance as needed. Responsibilities may include classroom support, student supervision, preparing materials, and assisting with administrative tasks across various settings on campus to ensure smooth daily operations.

ISS (In School Suspension) Aide - Supervises and supports students in in-school suspension, ensuring they complete assigned work, adhere to behavior expectations, and receive guidance as necessary.

Media Aide - Assists in the school library by helping students and teachers locate resources, managing inventory, and maintaining a quiet, organized environment conducive to study and research.

WORK ENVIRONMENT

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 25 pounds); Occasional heavy lifting (50 pounds or over) and positioning or 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

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee Signature

Date