



# HUMAN RESOURCES

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## JOB DESCRIPTION

**Job Title:** Instructional Support Aide

**Salary Block:** Instructional Support  
Pay Grade Level 1

**Reports To:** Principal and teacher(s) assigned

**Wage/Hour Status:** Non-Exempt

**Terms of Employment:** 187 Days

**Funding:** Title I, Part A  
(Continued employment contingent upon funding and Site-base approval)

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### Minimum Qualifications:

- High school diploma or GED
- Meets the standards of ESSA (Every Student Succeeds Act);  
(1) Completed two (2) years of study at an institution of higher education (48 college credit hours); or  
(2) Associate's degree (or higher)
- Some experience working with children
- Must apply and obtain a Valid Texas Educational Aide Certificate (UPON HIRE)

### Special Knowledge/Skills:

- Ability to work well with children
- Ability to communicate effectively
- Ability to work well under supervision
- Ability to use computer and be familiar with word, excel, access, and e-mail systems

### Primary Purpose:

Assist teacher in preparation and management of classroom activities and administrative requirements. Work under supervision of certified teacher. Provide students with appropriate learning activities and experiences to supplement the core academic subject area assigned to meet state standards for individual children deemed most in need, or a school wide approach to improve the overall instructional program.

### Performance Responsibilities and Duties:

#### Instructional Support

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

#### Student Management

7. Conduct instructional exercises assigned by the teacher; work with individual at-risk students or small groups.
8. Assist the teacher in supervising students throughout school day.
9. Keep teacher informed of special needs or problems of individual at-risk students.

**Other**

10. Participate in staff development training programs to improve job performance.
11. Participate in faculty meeting and special events as assigned.
12. Assist in the preparation of staff development trainings, faculty meetings, and other special events.
13. Assist with the school-wide Title I educational activities and curriculum and other campus activities.
14. All duties assigned must meet federal and state standards, district policies and procedures related to activities in compliance under Federal Program requirements.
15. Complete all required documentation under the Guidance for the Implementation of title I, Part A.
16. Maintains a professional level of confidentiality concerning personnel and students.
17. Upholds and adheres to safety rules and policies of the CISD safety program.
18. Supports the goals and objectives of the school district and follows all district policies.
19. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
20. Performs any other duties as assigned by the appropriate supervisor.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

General office and classroom equipment to include but not limited to: copier, computer, typewriter, calculator, fax machine, shredder, and audiovisual equipment.

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Moderate standing, stooping, bending, pulling, pushing and lifting. Move small stacks of textbooks, media equipment, desks, and other classroom equipment. Occasional exposure to sun, heat, cold, and inclement weather.

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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.

**Terms of Employment**

Work year established by the Superintendent; Salary according to schedule adopted annually.

**Evaluation:**

Job performance will be evaluated annually as per district policies and procedures

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Print Name

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Date

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Signature