



HUMAN RESOURCES

JOB DESCRIPTION

Job Title: Instructional 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

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)
- Must apply and obtain a Valid Texas Educational Aide Certificate (UPON HIRE)
- Experience working with children preferred

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.

Performance Responsibilities and Duties:

Instructional Support

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

Student Management

7. Conduct instructional exercises assigned by the teacher; work with individual students or small groups.
8. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
9. Keep teacher informed of special needs or problems of individual students.

Other

10. Participate in staff development training programs to improve job performance.
11. Participate in faculty meeting and special events as assigned.
12. Maintains a professional level of confidentiality concerning personnel and students.
13. Upholds and adheres to safety rules and policies of the CISD safety program.
14. Supports the goals and objectives of the school district and follow all district policies.
15. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
16. Performs any other duties as assigned by the appropriate supervisor.
17. Perform all duties in a safe manner to avoid injury to oneself and/or others.

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 such as tape recorder, overhead, projector, CD player, VCR, and DVD.

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.

Must be able to assist in the lifting/carrying of students with disabilities in excess of 50 lbs.

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

Print Name

Date

Signature