



Crandall Independent School District

Job Description

Job Title: Head Start Instructional Aide
Reports To: Principal
Dept./School: Assigned Campus

Wage/Hour Status: Non-Exempt
Date Revised: September 13, 2023
Funding Source: Head Start Grant

Primary Purpose:

To support and assist teachers in the areas of preparation, management, and instruction in the classroom.

Qualifications:

Education/Certification:

High school diploma or GED

Formal academic assessment, associate's degree, or two (2) years of study at an institution of higher learning

Valid Texas educational aide certificate

Special Knowledge/Skills:

Knowledge of general office equipment

Enjoy work with small children

Strong organizational, communication, and interpersonal skills

Experience:

Experience working in children

Major Responsibilities and Duties:

1. Communicate with children in a positive and encouraging way.
2. Give support to teachers in whatever manner is needed.
3. Self-help skills including eating, drinking, toileting, diaper changing, dressing, hand washing, brushing of teeth.
4. Give emotional support to children.
5. Accompany students to nurse when ill.
6. Prepare and maintain materials needed for classroom.
7. Obtain and assemble manipulatives.
8. Operate various office machines.
9. Instruct small groups.
10. Reinforce classroom management under the direction of teacher.
11. One-on-one instruction with children.
12. Record data for report cards.
13. Inform teacher of any special problems or needs of students.
14. Supervise children during recess.
15. Monitor students during bus duty and other times as needed.
16. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
17. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.
18. Maintain confidentiality.
19. Follow district safety protocols and emergency procedures.

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/stooping, pushing/pulling, and twisting

Motion: Moderate walking

Lifting: Frequent light lifting and carrying (less than 15 pounds); occasional moderate lifting and carrying (15-44 pounds)

Environment: Work inside; may work outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The 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. I understand that my position is funded by Head Start federal funds with the primary purpose of providing comprehensive early childhood education, health, nutrition, and parent involvement services to low-income children from birth to age 5 and their families.

Print Name

Signature

Date

Supervisor Acknowledgement of Federally funded job responsibilities

Print Name

Signature

Date