



# Crandall Independent School District

## Job Description

**Job Title:** Classroom Instructional Aide  
**Reports To:** Principal  
**Dept./School:** Assigned Campus

**Wage/Hour Status:** Non-Exempt  
**Date Revised:** February 28, 2022

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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 hold a General Educational Development (GED) certificate  
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:

Ability to assist in instructing reading, writing, and mathematics  
Ability to work with children  
Ability to communicate effectively

#### Experience:

Experience working with children

### Major Responsibilities and Duties:

#### Instructional Support

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

#### Student Management

8. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
9. Make teacher aware of special needs or problems of individual students.

#### Other

10. Participate in staff development training programs to improve job performance.
11. Participate in faculty meetings and special events as assigned.
12. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.

13. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.
14. Maintain confidentiality.
15. 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:** Regular light lifting and carrying (less than 15 pounds)

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

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

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The document describe 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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Print Name

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Signature

\_\_\_\_\_  
Date