



Crandall Independent School District

Job Description

Job Title:	Pre-K – 2 nd Classroom Support Instructional Aide	Wage/Hour Status:	Non-Exempt
Reports To:	Principal	Date Revised:	September 8, 2025
Dept./School:	Assigned Campus		

Primary Purpose:

Provide instructional assistance to students under the direct supervision of a certified teacher. To support and assist teachers in the areas of preparation, management, and instruction in the classroom.

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
Strong organizational, communication and interpersonal skills

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.
8. Provide general support to Pre-K through 2nd grade classrooms as needed. May be asked to cover other assignments as needed if short staffed.

Student Management

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

Other

11. Participate in staff development training programs to improve job performance.
12. Participate in faculty meetings and special events as assigned.

13. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
14. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.
15. Maintain confidentiality.
16. 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

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.

Print Name

Signature

Date