



Title:	Reading Lab Aide
Reports To:	Principal
Department:	Assigned Campus
Status:	Non-Exempt
Terms:	187 Days
Pay Grade:	IP 02

Primary Purpose:

Work under general supervision to assist students and teachers in use of computers and educational software in campus computer lab.

Qualifications:

Education/Certification:

High School diploma or GED

Valid Educational Aide Certificate issued by the State Board of Educator Certification Must meet all highly qualified "Every Student Succeeds Act" (ESSA) requirements

Special Knowledge/Skills

Knowledge of basic computer operations and skills

Ability to operate personal computer and educational software

Ability to work with students and teachers effectively

Effective organizational, communication, and interpersonal skills

Experience:

Technical knowledge of data processing systems

General computer skills/experience

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Major Responsibilities and Duties:

Instructional Support

1. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
2. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
3. Work cooperatively with special education teachers to modify curriculum as needed for special education students according to guidelines established in Individual Education Plans (IEP).



4. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
5. Use technology to strengthen the teaching/learning process.
6. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
7. Establish and maintain open communication by conducting conferences with parents, students, principal, and teachers.
8. Maintain a professional relationship with colleagues, students, parents, and community members.
9. Use effective communication skills to present information accurately and clearly.
10. Provide direct instruction to students, in Spanish and/or English.
11. Conduct instructional exercises and implement specialized interventions and strategies for Newcomers/ELL students assigned by the teacher; work with individual students or small groups.
12. Conduct parent involvement activities.
13. Prepare instructional materials and classroom displays as needed.
14. Assist with administration and scoring of objective testing instruments or work assignments.
15. Help maintain neat and orderly classroom.
16. Help with inventory, care, and maintenance of ELL equipment and instructional resources.
17. Keep administrative records and prepare required reports.

Student Management

18. Help students analyze and improve study methods and habits.
19. Keep informed of special needs or problems of individual students.
20. Be a positive role model for students; support mission of school district.
21. Creating and maintain a classroom environment conducive to learning and appropriate for the physical, social and emotional development of students and is congruent with the teaching philosophy, Board of Education policy and goals of the district.
22. Manage student behavior in accordance with Student Code of Conduct and student handbook.
23. Encourage students to meet acceptable standards of classroom behavior as defined in the Student Code of Conduct

