



**Job Title:** Educational Aide -Kinder

**Wage/Hour Status:** Non-Exempt

**Reports to:** Principal and Teacher Assigned

**Pay Grade:** IS1 or IS2

**Dept./School:** Campus Assigned

**Date Revised:** 7/2023

**Primary Purpose:**

Provide instructional assistance to students under the direct supervision of a certified teacher. Assist in preparing, conducting, and managing classroom activities.

**Minimum Qualifications:**

**Education/Certification**

- High School Diploma or Accredited General Equivalency Diploma (GED) and
- Minimum of forty-eight (48) semester college hours from an accredited college/ university or
- Passed the Test of Adult Basic Education (TABE) test **or** Hold No Child Left Behind (NCLB) certificate
- Eligible to obtain a Paraprofessional certificate issued by the State Board of Educator Certification
- Applicant must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by applicant

**Special Knowledge/Skills:**

- Ability to read, write and communicate in English.
- Ability to communicate effectively with diverse groups of individuals in a professional manner.
- Ability to assist students with academic work at the academic grade level appropriate for the assignment.
- Ability to work as a member of a team to provide assistance to students.
- Ability to follow oral and written instructions

**Experience:**

- Experience as classroom aide or in working with young people with behavior problems

**Major Responsibilities and Duties:**

1. Assist in maintaining student records and provide feedback as requested by teacher.
2. Conduct instructional activities outlined by the teacher and work with students to develop skills.

3. Assist with supervision of students, instruction or activities that may fall within or outside the classroom environment.
4. Assist with maintaining a safe, neat, and orderly classroom.
5. Follow District guidelines in maintaining classroom management, discipline, and confidentiality.
6. Provide orientation and assistance to substitute teachers.
7. Participate in required staff development, faculty meetings, special events and District sponsored activities.
8. Assist with the preparation of instructional materials and classroom displays.
9. Assist students with reading, writing, testing or any other preparation or activities.
10. Attendance at work is an essential job function.
11. Perform all other duties as assigned.

**Tools/Equipment Used:**

Standard office equipment including computer and peripherals; standard instructional equipment.

**Mental Demands/Physical Demands/Environmental Factors:**

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping.

**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.

**Edgewood Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), age, national origin, disability, military status, genetic information, or on any other basis prohibited by law.**

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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.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_