



Job Title: Educational Aide – Pre Kinder Bilingual

Status: Non-Exempt

Reports to: Campus Principal

Pay Grade: IS1 or IS2

Dept./School: Assigned Campus

Revised: 9/2025

Primary Purpose:

This position will assist individual students and small groups in academic content areas as needed. Under the direct supervision of a certified teacher.

Qualifications:

Education/Certification

- High school diploma or GED equivalent (recognized by the Texas Education Agency or a regional accrediting agency) **and**
- Associate degree or higher from an accredited college/university **or** Minimum of forty-eight (48) semester college hours from an accredited college or university **or**
- Passed the Test of Adult Basic Education (TABE) test **or** Hold No Child Left Behind (NCLB) certificate **and**
- Eligible to obtain a paraprofessional certificate issued by the State Board of Educator Certification
- Applicants must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant.

Special Knowledge/Skills

- Ability to read, write and communicate in English and Spanish
- 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

- Work related experience with students (church-related schools, private schools, day camps, youth groups, licensed day care centers or similar experiences).

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 the teacher keep administrative records and prepare required reports.
7. Provide orientation and assistance to substitute teachers.

Student Management

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

Other

1. Participate in staff development training programs to improve job performance.
2. Participate in faculty meetings and special events as assigned.
3. 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, 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.

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 _____