



Job Title: Educational Aide- Physical Education

Wage/Hour Status: Non-Exempt

Reports to: Principal

Pay Grade: IS1 or IS2

Dept./School: Assigned Campus

Date Revised: 01/2023

Primary Purpose:

Assist with the care and instruction of pre-school age children in activities designed to promote the social, emotional, physical, and cognitive development of Head Start students in a positive, safe and supervised learning environment.

Qualifications:

Education/Certifications

- 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 work effectively with young children, parents and co-workers
- Demonstrated written and oral communication skills in English
- Ability to work with students whose primary language may not be English
- Ability to maintain confidentiality

Experience

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

Duties and Responsibilities:

Instruction Planning and Delivery

1. Provide assigned instructional assistance and tasks under the general supervision of a certified teacher or teaching team, including assistance with supervision of students, planning and delivery of instruction.

Monitoring Student Progress

1. Assist with the physical care of children (toileting, meals, sanitation, etc).
2. Assist in the implementation of activities which foster the social, emotional, cognitive, and physical development of children.
3. Work cooperatively with teacher and staff to ensure safe, healthy, and developmentally appropriate mealtime experiences for children.
4. Work with parents as the primary educator in their child's education.
5. Serve as a positive role model for children and support the mission of EISD.
6. Participate in district and campus staff development programs that improve job related skills.
7. Demonstrate interest and initiative in professional improvement.
8. Keep informed of and comply with state, district, and Head Start program policies and procedures for classroom teachers, including daily attendance and punctuality.
9. Compiles, maintains, and files all reports, records and other required documents.
10. Attend and participate in faculty and Head Start program meetings.
11. Comply with the Code of Ethics for Texas Educators.
12. Daily attendance at work and punctuality are essential functions of the job.
13. Demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.
14. Attendance at work is an essential job function.
15. Perform all other duties as assigned.

Supervisory Responsibilities:

Supervision and evaluation of District personnel is not a requirement of the position; however, the supervision of students is required.

Tools/ Equipment Used:

Computers and Computer peripherals, various software programs, teacher resource materials and equipment, audio-visual equipment, printers, copiers, fax machine, telephone.

Working Conditions:

Mental Demands/Physical Demands

Maintain emotional control under stress; work with frequent interruptions; frequent walking, standing, stooping, bending, pulling and pushing; occasional: lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others.

Environmental Factors

Frequent exposure to temperature extremes (hot and cold), humidity extremes, noise, low or intense illumination, vibration.

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 _____