



# Hays Consolidated Independent School District

## Department of Human Resources

**Job Title:** Instructional Aide PE

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

**Reports to:** Principal and Teacher(s) Assigned

**Pay Grade:** PP04 (187 days)

**Dept./School:** Elementary Campus Assigned

**Date Revised:** October 2021

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**Primary Purpose:**

Provide instructional assistance to students under the direct supervision of a certified teacher.

Assist in preparing, conducting, and managing of classroom activities.

Assist the Physical Education teacher in implementing students' Individual Educational Plan (IEP) and BIP in relation to physical education instruction.

**Qualifications:****Education/Certification Requirements:**

High school diploma or hold a General Educational Development (GED) certificate

Have met formal academic assessment, associate's degree, or two 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 well with children

Ability to communicate effectively

General knowledge of basic sports, rules, skills and fitness

**Experience:**

Some 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.

**Student Management**

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

**Other**

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

*\*Required by Every Student Succeeds Act (ESSA) for aides who are providing instructional support in Title I, Part A program.*

### **EEOC Statement:**

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This 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. Positions are extended annually based upon availability of funding.