



Houston Independent School District

Job Description

POSITION TITLE: Non-Instructional Aide		CONTRACT LENGTH: 10M/ Hrly	
DATE: 04/30/09		DATE OF LAST REVISION: 04/30/09	
JOB CODE: AC0291, AC029H	PAY GRADE: 15	FLSA EXEMPTION STATUS: NE	
Job Family - Academics			

JOB SUMMARY

Under direct supervision, performs non-instructional or clerical tasks, such as monitoring non-academic settings such as playground or lunchroom. Provides assistance to allow more time for lesson planning and classroom instruction.

MAJOR DUTIES & RESPONSIBILITIES

List most important duties first	
1.	Performs clerical duties for the teacher and campus staff including, duplicating, laminating, filing, checking papers and answering telephones, distributing materials, greeting parents and visitors and directing them to the appropriate teacher or room, maintaining files and preparing statistical reports.
2.	Performs clerical and non-instructional assignments as assigned.
3.	Provides specialized assistance to small groups of students.
4.	Designs and prepares bulletin boards to illustrate and enforce daily assignments.
5.	Supervises students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
6.	Performs other job-related duties as assigned.



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EDUCATION High School Diploma or GED
WORK EXPERIENCE No experience
TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION Microsoft Office Office equipment (e.g., computer, copier)
LEADERSHIP RESPONSIBILITIES No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.
WORK COMPLEXITY/INDEPENDENT JUDGMENT Work and tasks are often straightforward, routine, structured and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choices in the selection and application of established methods. The job receives frequent, ongoing supervision.
BUDGET AUTHORITY No budget development activity is required.
PROBLEM SOLVING Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.
IMPACT OF DECISIONS Follows rules and procedures. Decisions can have minimal or no impact to HISD. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.
COMMUNICATION/INTERACTIONS Basic communication - very little communication required such as receiving basic instructions. Interactions are mostly with customers, own supervisor and co-workers in own department.
CUSTOMER RELATIONSHIPS Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.
WORKING/ENVIRONMENTAL CONDITIONS Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements. Ability to carry and/or lift less than 15 pounds.



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