POSITION TITLE: Teaching Assistant, Title I

CONTRACT LENGTH: 10M

DATE: 08/01/16

DATE OF LAST REVISION: 04/06/18

JOB CODE: AC0252

PAY GRADE: 19

FLSA EXEMPTION STATUS: NE

Job Family - Academics

JOB SUMMARY

Under direct supervision, performs duties that are instructional in nature or may deliver direct services to students in Title I programs or their parents. Serves in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services. Assists with test administration. May provide specialized assistance for students with special needs in Title I programs.

MAJOR DUTIES & RESPONSIBILITIES

<table>
<thead>
<tr>
<th>List most important duties first</th>
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<td>1. assists teacher(s) in Title I programs with student academic goals, by working with small groups of children or an individual child.</td>
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<td>2. assists teacher(s) in Title I programs in the enforcement of classroom management and behavioral plans, creating an environment that is appropriate for learning.</td>
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<td>3. assists with supervising students during breakfast, recess, lunch, dismissal, special events, and programs.</td>
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<td>4. assists teacher(s) in the preparation of paperwork for the ARD/IEP process. Collects and enters data for completion of special education reports and documents.</td>
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<td>5. assists teacher(s) with the planning, preparation, and implementation of differentiated instruction for individual students and groups in Title I programs.</td>
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<td>6. performs other job-related duties as assigned.</td>
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**EDUCATION**
See Licensing/Certification Requirements below

**WORK EXPERIENCE**
No experience except as required for the Educational Aide certificate, in #2. a.
See Licensing/Certification Requirements below.

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**
Educational Aide certificate as established by the State Board for Educator Certification.
The applicant for the educational aide certificate shall
1. hold a high school diploma, the equivalent of a high school diploma, or higher;
2. have satisfied one of the following requirements:
   a. have three creditable years of experience, as defined in Chapter 153, Subchapter CC, of this title (relating to Commissioner's Rules on Creditable Years of Service), as either an educational aide I or II; or
   b. have completed 30 semester credit hours of college credit with some emphasis on child growth and development or related subject areas; and
3. have experience working with students and parents as approved by the employing superintendent.

**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.