

Job Title: Instructional Assistant
Reports to: Principal
Dept. /School: Assigned Campus
Wage/Hour Status: Non Exempt
Pay Grade: Clerical-Paraprofessional / Level 1 A-1 187 days
Date Revised: October 2019
Primary Purpose:

Provide instructional support services. Assist teacher in instruction, preparation, and management of classroom activities. Work under direct supervision of teacher.

Qualifications:

Education/Certification:

Associate's degree, two years of study at an institute of higher learning, or have met formal academic assessment required by No Child Left behind Act (preferred)

High School Diploma or GED

Valid Texas Educational Aide certificate

Special Knowledge/Skills:

Bilingual (Spanish-English)

Ability to assist in instructing reading, writing, and mathematics

Ability to work well with children

Ability to communicate effectively

Experience:

Some experience working with children

Major Responsibilities and Duties:

Instructional Support

1. Provide direct instruction of students under supervision of teacher.
2. Conduct instructional exercises assigned by the teacher; work with individual students or small groups.
3. Assist in classroom management
4. Assist teacher in preparing instructional materials and classroom displays
5. Help maintain neat and orderly classroom
6. Help with inventory, care, and maintenance of equipment
7. Assist with EL testing of new students.
8. Assist with filing EL/LPAC paperwork.

Student Management

9. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty

10. Keep teacher informed of special needs or problems of individual students

Other

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

Supervisory Responsibilities:

None

Equipment Used:

Copier, personal computer and other technology equipment

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress.
Moderate standing, stooping, bending, and lifting

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.

Received by: _____ Date _____
(Employee)