

Killeen Independent School District**Job Description**

Job Title: KTAP Apprentice Program (K-12 Teacher / Paraprofessional Role)

Exemption Status/Test: Non-Exempt/Auxiliary

Reports to: Campus Principal and/or Assigned Teacher(s)

Date Revised: May 26, 2026

Dept./School: District Wide

Pay Grade: IS1/IS2/IS3 / 187A

Primary Purpose:

Assists students to achieve learning objectives by working with individual students or small groups. Works under the direct supervision of a highly qualified teacher.

Qualifications:**Education/Certification/License:**

Elementary School Requirements and Secondary Title I/Every Student Succeeds Act (ESSA) Campuses: Title I campus requires 48 hours of accredited college credit with some emphasis in child growth and development or related courses or verifiable experience as an educational aide or other related experience as approved by the district.

Middle School and/or High School Requirements: High school diploma or general education degree (GED) certificate and verifiable experience as an education aide or other related experience as approved by the district. State Board for Educator Certification for Educational Aide I, II or III.

Must enroll in a partnering university, college, or alternative certification program upon acceptance of the apprenticeship offer or be currently enrolled as a clinical teaching student with a partnered university.

Special Knowledge/Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Proficient in supporting instruction in reading, writing, and mathematics.

Capable of fostering positive relationships with students, faculty, and staff.

Skilled in engaging and inspiring children.

Demonstrates clear and effective communication skills.

Major Responsibilities and Duties:

Assists students individually or in groups, with lesson assignments to present or reinforce learning concepts initially introduced by the teacher.

Reads to students, listens to students read, and participates in other forms of oral communication with students.

Distributes and collects papers and other materials for instruction.

Assists with the supervision of students during emergency drills, assemblies, play periods and field trips.

Assist the teacher in keeping bulletin boards and other classroom learning displays up to date.

Serves as the chief source for information and help with any substitute assigned in the absence of the teacher.

Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.

Operates and cares for equipment and instructional material, as assigned by the teacher.

Presents subject matter to students utilizing a variety of methods and techniques.

Assists students in the library, computer lab, or cafeteria.

Knows and complies with Texas Education Agency and KISD educator standards of conduct.

Performs other such duties as may be assigned by teacher or principal.

General Employee Requirements:

Consistent attendance and punctuality are essential, as they underpin productivity and teamwork.

Embrace the district's mission, vision, and core beliefs, and contribute actively to their realization through your work.

Adhere to and uphold board policies relevant to your responsibilities, ensuring a unified approach to district governance.

Utilize district resources judiciously and with foresight, prioritizing the enhancement of student learning experiences.

Collaborate in the creation and refinement of district success plans, sharing your unique insights and expertise.

Engage in continuous professional development to elevate the quality of your contributions and support the district's goals.

Exemplify the highest standards of integrity, work ethic, and professionalism, thereby serving as a commendable role model for the students of Killeen ISD.

Commit to a minimum of three years of service with Killeen ISD following the attainment of teacher certification, contributing to the stability and continuity of our educational environment.

Comply diligently with all requirements of the apprenticeship program, including maintaining enrollment and academic standards at your college or university, fulfilling certification program obligations, and meeting all training expectations.

Major Responsibilities and Duties:

Provide essential coverage for absent teachers within the school campus and/or district as required, ensuring that student learning is uninterrupted.

Work collaboratively under the guidance of a mentor teacher or success coach to:

Engage in the delivery of instruction to individual students, small groups, or whole classes as appropriate.

Observe classroom dynamics and learn the craft of developing effective lesson plans tailored to student needs.

Hone teaching skills through practical experience with the goal of evolving into a competent full-time teacher at the school.

Offer targeted support to students through one-on-one tutoring, small group intervention, and general student assistance to bolster their academic success.

Study classroom management techniques and instructional strategies by observing seasoned master teachers in action.

Meet regularly with a success coach or mentor to receive constructive feedback and guidance on professional development.

Fulfill duties in alignment with the apprentice on-ramp, adhering to Residency requirements detailed in on-ramp phase 4.

Diligently complete micro-credentials and associated tasks to achieve competency in specialized areas.

Maintain a minimum 2.5 cumulative GPA to reflect academic commitment and excellence within the apprenticeship program if pursuing a bachelor's degree.

Ensure consistent academic progress by earning at least 12 college credit hours per semester, aiming for a minimum of 30 credit hours per year.

Successfully progress and complete each level of the apprenticeship as assigned, demonstrating ongoing growth and learning.

Satisfy all requirements set forth by a partnering Educator Preparation Program (EPP) upon embarking on the residency assignment.

Other:

Engage in ongoing staff development training programs to acquire and enhance skills pertinent to the assigned role and requirements of the apprenticeship program.

Attend and participate in faculty meetings, apprenticeship meetings, and designated special events as part of professional responsibilities.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals as well as instructional equipment necessary for teaching and learning. Phone systems, and peripherals.

Posture/Physical Demands: Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear, to use hands to finger, handle, or feel, and to stand and walk. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching. Perform moderate walking to move around the school campus and facilitate various classroom and educational activities.

Lifting: Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over).

Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. District-wide travel to multiple campuses, as assigned. Possible travel outside of the district. The noise level in the work environment is usually moderate. Occasional work during the weekends and evenings for special school functions. May work outside with extreme temperatures (hot and cold) and humidity extremes, regular exposure to noise and computer monitors.

Mental Demands: Work with frequent interruptions; emotional control under stress.

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.