



JOB TITLE: Aide, Pre-K
DATE REVISED: September 9, 2024
REPORTS TO: Campus Principal
DEPARTMENT/CAMPUS: Teaching & Learning: Curriculum Design and Delivery
PAY GRADE/DUTY DAYS: EA1 / 184
FLSA: Non-Exempt

JOB PURPOSE SUMMARY:

This position works under the direct supervision of the classroom teacher and campus principal, and is responsible for assisting classroom teachers in providing a nurturing and effective educational environment for young students in the Pre-K program. This position involves supporting instructional activities, monitoring students, maintaining classroom materials and records, and contributing to a structured learning atmosphere.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Pre-K Classroom Support:

1. Provides direct support to teachers in the execution of daily classroom activities to help ensure a supportive environment for both instructional and developmental activities.
2. Monitors students individually and in groups under the direct supervision and guidance of the teacher and principal to support the goals of ensuring a safe and appropriate learning environment.
3. Operates equipment used in classroom instruction, as assigned, and assists in the preparation of instructional materials, including bulletin boards and teaching aids.
4. Assists, as directed, in the preparation and maintenance of accurate and complete records pertaining to student performance and classroom activities.
5. Performs routine cleanup tasks and general organization of materials and equipment to help maintain an orderly learning environment.
6. Keeps track of classroom inventory and assists in preparing requisitions for supplies and equipment, as needed, or as otherwise directed.
7. Assists with diapering and toileting needs of pre-K students in accordance with District hygiene and safety standards while ensuring comfort, dignity, and proper sanitation practices are maintained at all times.
8. Assists, as directed, in the facilitation of engaging activities that promote early childhood learning and social development such as storytelling, music, and art projects.
9. Ensures adherence to classroom safety protocols by monitoring students to help prevent accidents, as well as by responding promptly to any incidents within the classroom and related areas.
10. Helps with the distribution of snacks or meals in accordance with applicable dietary guidelines and hygiene standards, as directed.
11. Assists in observing student interactions and progress by providing feedback to the classroom teacher, as appropriate.
12. Prepares and organizes learning resources and materials before lessons, setting up learning stations or activity centers, as directed.
13. Helps with the transition of students from one activity to another, maintaining a structured schedule and minimizing disruptions.

Compliance:

14. Performs all duties and tasks in a manner consistent with all applicable policies, procedures, and practices within the Department and District, with all applicable local, state, and federal regulatory requirements, as well as with all applicable guidelines, standards, and requirements as set forth by governing bodies including, without limitation, Texas Education Agency, Texas Health & Human Resources, and Family Educational Rights and Privacy Act.

15. Maintains relevant and up-to-date understanding and working knowledge of current best practices, as well as applicable standards and regulatory mandates regarding child safety and welfare, nutrition and food safety, inclusive education practices, as well as privacy and confidentiality.
16. Fulfills all applicable continuing education requirements and professional development mandates as stipulated by Texas state guidelines for the position, actively engaging in training sessions and workshops to enhance job-related skills and competencies.
17. Demonstrates applicable standards and practices of professional conduct and care in the performance of the job function including, but not limited to, the educator's Code of Ethics and the employee handbook.
18. Monitors respective work activity for variances and anomalies.
19. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
20. Participates, as assigned, in audits and in the preparation for audits, whether initiated internally or externally.
21. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

General:

22. Consistently demonstrates support towards the campus and District's Shared Vision, Mission, and Promise 2 Purpose.
23. Attends campus and District meetings and serves on staff committees, as required.
24. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.
25. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols, and standard practices.
26. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.
27. Participates in professional learning, and attends seminars and conferences as requested.
28. Demonstrates basic working knowledge and understanding of applicable student information systems, educational software and applications, communication tools, as well as Microsoft Excel, Word, PowerPoint, and Outlook, Google Shared applications to include Google Sheets, Google Docs, Google Slides, and all other applicable systems, programs, and applications relevant and essential to the job function.
29. Performs other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- High school diploma or equivalent GED
- Prior experience working with children in a structured classroom setting; or
- An equivalent combination of education and work experience

CORE KNOWLEDGE, SKILLS & ABILITIES:

Flexibility & Adaptability – Modifies own behavior and work activities in response to new information, changing conditions, and/or unexpected obstacles.

Teamwork - Works collaboratively with team members to achieve a common goal.

Interpersonal Skills – Exhibits the ability to excel in a team atmosphere and works towards a common goal while adhering to applicable guidelines.

Stress Management – Demonstrates resilience and stress tolerance by continuing to perform effectively when faced with time pressures, adversity, disappointment, or opposition.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position predominantly involves standing for extended periods and frequent walking, essential for active engagement with children in various classroom and playground settings. This position requires visual and auditory acuity for reading, seeing details at close range, listening, and communicating effectively with children and adults. Organizational skills and the ability to interpret data are crucial for managing classroom activities and student information. It also involves operating standard office equipment, typing, and viewing monitors. Physical activities include regularly lifting and carrying objects weighing up to 15 lbs, such as educational materials and small furniture. Occasional to frequent lifting and carrying children weighing up to 50 lbs, as needed, for diapering and toileting. Frequent bending, kneeling, and squatting to assist children with diapering and toileting needs is also required. The work environment is primarily indoors and climate-controlled, with occasional outdoor activities in varying weather.

conditions, contributing to a vibrant educational experience. The position also encounters a noise level typical of a busy classroom setting, and will have occasional to frequent exposure to bodily fluids that require strict adherence to hygiene and sanitation protocols.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ **Employee ID Number:** _____

Employee Signature: _____ **Date:** _____