



JOB TITLE: Aide - PLC Support
DATE REVISED: March 10, 2025
REPORTS TO: Assigned Administrator
DEPARTMENT/CAMPUS: Assigned Campus
PAY GRADE/DUTY DAYS: EA3, 184
FLSA: Non-Exempt

JOB PURPOSE SUMMARY:

The PLC Support Aide provides support by assisting with instructional tasks, monitoring students, and maintaining a productive classroom environment. This role involves monitoring and improving instructional efforts through teacher-guided instructional support, preparing materials, operating classroom equipment, and performing general duties that enhance the learning experience for students.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Instructional Support:

1. Monitors independent work time in the classroom parallel to the delivery of instruction by the assigned teacher.
2. Conducts small-group instruction and tutoring sessions for small groups and individuals, as assigned, while under the direction of the supervising teachers.
3. Assists the teacher in monitoring and improving instructional efforts and activities using assessments, grading, data analysis, and rubrics.
4. Supervises projects and initiatives including, without limitation, skill practices, and digital learning activities, as assigned.
5. Solicits and receives feedback from appropriate supervisory personnel and team members for purposes of developing professional skills and abilities.
6. Completes various administrative tasks to support teaching personnel including, without limitation, taking attendance, entering grades, scheduling parent conferences, preparing student activities and assignments, and reviewing homework assignments.
7. Participates in the planning, data review, and improvement of instructional learning, as assigned.
8. Provide assistance to teachers in preparing instructional materials, setting up bulletin boards, and creating teaching aids to support classroom activities.
9. Operate classroom equipment, including projectors, copiers, and other instructional technology, as directed by the teacher.

Classroom and Resource Management Support

10. Applies appropriate practices to ensure individual student accountability in achieving their respective goals and objectives relative to behavior and engagement.
11. Contributes to a culture that fosters respect, enthusiasm, and rapport.
12. Manages student behavior during transitions, as well as during less structured time periods such as recess and lunch.
13. Monitor students individually and in groups, ensuring a safe and orderly environment according to teacher or principal instructions.
14. Maintain an orderly learning environment by performing routine clean-up tasks and returning materials to designated locations.
15. Support inventory management by tracking supplies, organizing materials, and preparing requisitions as needed.
16. Assist in maintaining accurate and complete records as assigned by the teacher or administrator.



Professional Development:

17. Participate in in-service training and other professional development activities as assigned to enhance skills relevant to the aide role.

Compliance:

18. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.
19. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols, and standard practices.
20. Performs all assigned work activities in accordance with standard procedures and protocols established within the department and District, as well as in accordance with applicable standards, procedures, and protocols set forth by governing entities including, without limitation, the Texas Education Agency, and State Board of Education.
21. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.
22. Monitors respective work activity, and that of others, for variances and anomalies.
23. Demonstrates proficient working knowledge and understanding of Microsoft Excel, Word, PowerPoint, and Outlook, Google Shared applications to include Google Sheets, Google Docs, and Google Slides, as well as database systems and applications relevant to the job function.
24. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
25. Maintain confidentiality regarding student records and information, adhering to district policies and guidelines.

General:

26. Consistently support the District's Shared Vision, Mission, and Promise2Purpose.
27. Demonstrate proficient working knowledge of Microsoft Office, Google applications, and other relevant software for data entry and communication.
28. Perform other duties as assigned by the principal, providing flexibility in responding to the needs of the campus.
29. Attends departmental and District meetings, as required.
30. Performs other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- High School Diploma or equivalent
- Experience working with children preferred
- 48 credited college hours preferred

CORE KNOWLEDGE, SKILLS & ABILITIES:

.Attention to Detail: Ensures accuracy in preparing materials and maintaining organized records.

Communication (Written & Verbal): Interacts effectively with students, staff, and administrators to support instructional tasks.

Organization: Manages resources, instructional materials, and classroom equipment efficiently.

Adaptability: Adjusts to varied tasks and changing needs within the classroom environment.



PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires frequent standing, walking, and handling of instructional materials. The work occurs primarily indoors within a classroom setting, with some physical tasks involving lifting, packing, or moving of equipment. The role demands maintaining emotional control under stress and adapting to a dynamic educational environment.

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:** _____