



INSTRUCTIONAL ASSISTANT, DUAL LANGUAGE SUMMER SCHOOL

Rev. March 2024

Job No.: Summer School

Reports to: Summer School Coordinator

Dept./Campus: Assigned Campus

FLSA Status: Non-exempt

Pay Grade: Summer School

Term: Summer

PRIMARY PURPOSE:

To assist in the preparation and management of classroom activities and administrative requirements, under the supervision of a certified teacher. To provide bilingual support to students.

MAJOR RESPONSIBILITIES AND DUTIES

- Uphold and enforce school rules, administrative regulations, and state and local board policy.
- Assist the teacher in preparing instructional materials and classroom displays.
- Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
- Assist with the administration and scoring of objective testing instruments or work assignments.
- Assist in supervising students throughout the school day both inside and outside the building.
- Keep the teacher informed of any special needs or problems of individual students.
- Assist in maintaining a neat and orderly classroom.
- Assist in inventory, care and maintenance of equipment.
- Assist the teacher in keeping administrative records and preparing required reports.
- Participate in in-service training programs, faculty meetings, and special events, as needed.
- Provide orientation and assistance to substitute teachers.
- Supervise classroom when teacher is attending scheduled meetings.
- Proof and edit student work.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- At least 48 semester hours (or equivalent trimester hours) of college work, or an Associate degree or higher, or a Highly Qualified Certificate issued by ACC, Region 13, or an equivalent institution.
- TEA issued Educational Aide Certificate – obtainable after hire (\$32 fee requirement).
- Some experience working with children preferred.
- Fluency in Spanish required in order to provide bilingual services to students.

Knowledge/Skills/Abilities:

- Ability to provide bilingual services and speak Spanish fluently with both students and parents; read, write, and speak Spanish; communicate effectively; manage multiple priorities and projects; use computer and application software; and work well with students, staff, and parents.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Ability to understand, remember and apply oral and/or written instructions or other information.
- May be exposed to outdoor weather conditions during portions of work day.
- Needs to move about inside the classroom or campus to monitor students as necessary.
- May be exposed to outdoor weather conditions during portions of work day.
- Frequent standing, stooping, bending, pulling, and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasional requires lifting up to 25 pounds.
- Work with frequent interruptions.
- May be exposed to outdoor weather conditions during portions of work day.
- Maintain composure and professionalism at all times.