



INSTRUCTIONAL ASSISTANT, IN-SCHOOL SUSPENSION

Rev. June 2022

Job No.: P133

Reports to: Assistant Principal

Dept./Campus: Campus

FLSA Status: Non-exempt

Pay Grade: PP1

Term: 184 Days

PRIMARY PURPOSE:

To assist in the preparation and management of classroom activities and administrative requirements, under the supervision of a certified teacher.

MAJOR RESPONSIBILITIES AND DUTIES

- Follow directions from multiple teachers and follow an assigned schedule.
- Uphold and enforce school rules, administrative regulations, and state and local board policy.
- Assist in preparing instructional materials and classroom displays.
- Work with individual students or small groups to conduct instructional exercises.
- 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.
- Inform the teacher 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 in keeping administrative records and preparing required reports.
- Participate in in-service training programs, faculty meetings, and special events, as needed.
- Provide assistance to substitute teachers.
- Supervise classroom when teacher is attending scheduled meetings.
- Proof and edit student work.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED. Some college preferred.
- Successful completion of Academic Assistant (ACC, Region 13 or LISD Local Assessment) or current TEA issued Educational Aide Certificate – obtainable after hire (\$32 fee requirement).
- Some experience working with children preferred.

Knowledge/Skills/Abilities:

- Ability to 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.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) for employee and student information.

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- 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.