



INSTRUCTIONAL ASSISTANT – PRE-K

Rev. June 2022

Job No.: P142

Reports to: Assistant Principal

Dept./Campus: Assigned Campus

FLSA Status: Non-exempt

Pay Grade: PP1

Term: 184 Days

PRIMARY PURPOSE

To assist teachers in the preparation and facilitation of appropriate learning activities and experiences to help students fulfill their potential for intellectual, emotional, physical, and social growth.

MAJOR RESPONSIBILITIES AND DUTIES

- Uphold and enforce school rules, administrative regulations, and state and local board policy.
- Assist teachers in preparing instructional materials and classroom displays.
- Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
- Assist in the administration and scoring of testing instruments.
- 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 neat and orderly classrooms; Clean up materials at the end of the day.
- Assist in inventory, care, and maintenance of equipment.
- Assist teacher in keeping administrative records and preparation of 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.
- Supervise students getting on and off the bus and in the cafeteria.
- Assist young children with personal hygiene needs to include toileting, diaper changing, tooth brushing, etc.
- Supervise nap time.
- Assist with social skills instruction as needed for individual students.
- Ability to work well with children, students, staff, and parents.
- Communicate with parents each day.
- Demonstrates regular and prompt attendance.
- 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:

- Knowledge of childcare best practices preferred.
- Skill in positive behavior guidance preferred.
- Ability to follow directions from multiple teachers and follow an assigned schedule; communicate effectively; manage multiple priorities and projects; support multiple students, teachers, or classrooms as needed; 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.