



INSTRUCTIONAL ASSISTANT, LEO

Rev. July 2025

Job No.: 602

Reports to: Principal

Dept./Campus: LEO

FLSA Status: Non-exempt

Pay Grade: 602

Term: 184 Days

PRIMARY PURPOSE:

To assist in the instruction and implementation of an alternative education program for students to enable them to participate successfully in the mainstream of school education programs.

MAJOR RESPONSIBILITIES AND DUTIES

- Uphold and enforce school rules, administrative regulations, and state and local policy.
- Assist in preparing elective instructional materials.
- Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
- Assist with the administration and scoring of tests or work assignments.
- Assist in supervising students throughout the school day, both inside and outside the classroom.
- Inform the teacher(s) of any special needs or problems of individual students.
- Report and document all incidents that require the use of physical management.
- Evaluate students' academic and behavioral needs.
- Assist in removal of disruptive or aggressive students from the classroom.
- 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. Level III Education Aide Certification preferred.
- TEA issued Educational Aide Certificate – obtainable after hire (\$32 fee requirement).
- Some experience working with children preferred.

Knowledge/Skills/Abilities:

- Knowledge of physical management techniques; and behavior management techniques (SAMA).
- 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.

- 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.
- Maintain emotional control under stress.

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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- Frequent standing, stooping, bending, pulling, and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Work with frequent interruptions.
- Potential exposure to bodily fluids and communicable diseases.
- Frequent heavy lifting of students.
- May be required to lift 50-80 pounds unassisted.
- May be required to lift 81-200 pounds assisted.
- May be required to attend SAMA Training.
- May be required to assist in crisis intervention.
- May be required to restrain a student.
- Maintain composure and professionalism at all times.