

INSTRUCTIONAL ASSISTANT – GENERAL EDUCATION

Rev. June 2022

Job No.: P132

Reports to: Assistant Principal

Dept./Campus: Assigned Campus

FLSA Status: Non-exempt

Pay Grade: PP1

Term: 184 Days

PRIMARY PURPOSE:

To assist in the preparation and management of classroom. Work under the supervision of a certified teacher.

MAJOR RESPONSIBILITIES AND DUTIES

- 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 assigned by the teacher.
- Assist with social strategies implementation as needed for individual students.
- Assist in supervising and assisting students throughout the school day in all environments of educational settings.
- Inform the teacher of any special needs or problems of individual students.
- Assist in maintaining a neat and orderly classroom, including caring for all equipment in the classroom.
- Assist in grading, 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.
- 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.
- 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.

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.

INSTRUCTIONAL ASSISTANT – GENERAL EDUCATION

Rev. June 2022

- 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.