



## INSTRUCTIONAL ASSISTANT, ISS

Rev. July 2025

**Job No.:** 6203

**Reports to:** Principal

**Dept./Campus:** Campus

**FLSA Status:** Non-exempt

**Pay Grade:** 602

**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 workday.
- Needs to move about inside the classroom or campus to monitor students as necessary.
- May be exposed to outdoor weather conditions during portions of workday.
- 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 workday.
- Maintain composure and professionalism at all times.