



Position: Title Aide

Assignment: Title I Aide

Reports to: Campus Principal

Dept./School: Assigned Campus

Wage/Hour Status: Non-exempt

Pay Grade: IS331/187 days

Date Revised: Spring 2024

Funding Source: Title I, Part A Grant
Contingent on grant funding

The following statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Print Name: _____ Campus: _____
Employee

Signature: _____ Date: _____
Employee

Signature: _____ Date: _____
Grant Administrator

Primary Purpose:

Assist teachers in preparation and management of classroom activities and administrative requirements for closing the academic achievement gap in the core content areas of English, Reading, Writing, Mathematics, Science and/or Social Studies. Work under supervision of certified teacher. Assist with parental involvement on the Title I campus. Assist in general office management for the campus.

Qualifications:

Minimum Education/Certification:

- Valid Texas Educational Aide certificate
- Minimum 48 hours at institute of higher learning or associate degree/passed local or state assessment tool

Special Knowledge/Skills/Experience:

- Ability to work well with children
- Ability to follow verbal and written instructions
- Ability to communicate effectively
- Ability to use Word, Excel, and PowerPoint
- Basic knowledge of curriculum and school related procedures and vocabulary
- Ability to work independently as well as in a team-oriented environment
- Knowledge of district organization and operations, as required for this position

- Attention to detail and ability to focus on task

Major Responsibilities and Duties:

- Assist in preparing instructional materials and classroom displays.
- Assist with administration and scoring of objective testing instruments or work assignments.
- Help maintain a neat and orderly classroom/office environment.
- Help with inventory, care, and maintenance of equipment.
- Help keep administrative records and prepare required reports.
- Provide orientation and assistance to substitute teachers.
- Conduct instructional exercises assigned by the teacher, work with individual students or small groups.
- Supervise students throughout the school day, inside and outside classrooms. This includes lunchroom, bus, and playground duty.
- Maintain confidentiality of information about students and when information is confidential in nature.
- Keep teacher informed of special needs or problems of individual students.
- Participate in staff development training programs to improve job performance
- Participate in faculty meetings and special events as assigned
- Uphold federal, state, and local policies, procedures, and guidelines
- Work cooperatively with campus and district personnel
- Contribute to a positive and professional learning environment
- Work with parents in campus involvement activities such as parent classes, volunteerism, home/school communication, campus family activities.
- Miscellaneous typing and correspondence for office.
- Support and assist in all clerical areas of the campus including reception, phone calls, attendance, bookkeeping, and general office duties.
- All other duties as assigned by campus administrators.

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals; specialized positioning and lifting equipment.
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting.
- Frequent walking; occasional fast-paced walking
- Frequent lifting (45 pounds or less); assist non-ambulatory students; lift and move adaptive and other classroom equipment.
- Exposure to biological hazards
- Maintain emotional control under stress; work with frequent interruptions; frequent multi-tasking; during crisis intervention, promote safety using district approved restraints & control techniques.

OTHER: All employees are to follow district safety protocols and emergency procedures.
