



Position: Classroom Aide

Assignment: AEP (Alternative Education Program) Aide

Wage/Hour Status: Non-exempt

Reports to: Principal/Teacher

Pay Grade: IS331/187 days

Dept./School: Student Success Center

Date Revised: Spring 2024

Primary Purpose:

Assist teacher in preparation and management of classroom activities and administrative requirements.
Work under supervision of a certified teacher.

Qualifications:

Minimum Education/Certification:

- Valid Texas Education Aide certificate
- 48 college hours preferred

Special Knowledge/Skills/Experience:

- Two years previous successful experience working with children
- Experience in a public education environment preferred
- Ability to follow verbal and written instructions
- Ability to communicate effectively
- Crisis Prevention Intervention Training Preferred

Major Responsibilities and Duties:

- Assist teacher 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.
- Help with inventory, care, and maintenance of equipment.
- Help teachers 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 the classroom. This includes lunchroom, bus, and playground duty.
- Maintain student confidentiality.
- Keep teacher informed of special needs or problems of individual students.
- Participate in staff development training programs to improve job performance.
- Participate in faculty meeting 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.
- All other duties as assigned by campus Administrators.

Mental Demands/Physical Demands/Environmental Factors:

- Effective verbal and written communication skills
- Standard office equipment including personal computer and peripherals; specialized positioning equipment.
- Prolonged standing, hearing, seeing, speaking, reaching
- Frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting.
- Occasional climbing
- Frequent walking; occasional fast-paced walking
- Occasional light lifting (25 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.

The foregoing 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.

Signature

Date

Print Name