



Para-Professional - Job Description

Job Title: Teacher Assistant

Pay Grade: SI 01

Min \$17,952/Mid \$22,440/Max \$26,928

Reports To: Principal and Teacher(s) Assigned

FLSA Status: Non-Exempt

Dept. /School: Assigned Campus

Minimum Duty Days: 187 days

Primary Purpose:

Assist teacher in preparation and management of classroom activities and other district requirements. Work under supervision of certified teacher.

Minimum Requirements:

- High School diploma or G.E.D. from a school recognized by the Texas Education Agency/Texas Private School Accreditation Commission.
- Valid Texas Educational Aide Certificate or eligible to obtain an Educational Aide Certificate issued by the State Board of Educator Certification.
- Some experience working with children.
- Meet one of the following requirements:
 1. 48 semester credit hours from an accredited institution.
 2. Completion of an Associate degree or higher from an accredited institution.
 3. Completion of the Region One Educational Service Center Para-Professional Institute.
 4. Currently employed at LISD as a Substitute Teacher with one year of service and completion of the Para-Professional Assessment of Knowledge and Skills (PAKS).

Special Knowledge/Skills:

- Ability to work well with children.
- Ability to communicate both verbally and written effectively in English and Spanish.

Major Responsibilities and Duties:

1. Assist teacher in preparing instructional materials and classroom displays.
2. Conduct instructional activities assigned by the teacher, work with small groups or individual students.
3. Assist in the administrating and scoring of oral language proficiency testing instruments and classroom assignments.
4. Assist in maintaining a neat, safe, and orderly classroom.
5. Assist in supervising students throughout school day, inside and outside classroom. This includes lunchroom, bus, and recess and playground duty.
6. Provide orientation and assistance to substitute teachers.
7. Keep teacher informed of special needs or concerns of individual students.
8. Participate in staff development training programs to improve job performance.
9. Assist with dismissal procedures as assigned by the campus.
10. Assist in calling parents when students are absent or to schedule parent conferences.
11. Assist in the care, maintenance, and inventory of equipment.
12. Participate in faculty meeting and special events as assigned.

13. Maintain confidentiality.
14. Complies with district policies and guidelines.
15. Performs such other duties as assigned.

Supervisory Responsibility

None

Equipment Used

Copier, computer, typewriter, audiovisual equipment, scanner, and fax machine.

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress
- Work with frequent interruptions
- Moderate lifting and carrying
- District/State wide travel
- Exposure to biological hazards
- Prolonged sitting, standing, and walking
- Hearing, speaking clearly
- Working alone
- Working prolonged or irregular hours

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.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee signature

Date