



## Job Description Montgomery Independent School District

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**Job Title:** Instructional Paraprofessional

**Exemption Status/Test:** Nonexempt

**Reports to:** Principal and Teacher(s) Assigned

**Date Revised:** April 2026

**Dept./School:** Assigned Campus

**Salary:** PG 2 Clerical/Paraprofessional – 187 Days

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### Primary Purpose:

Provide instructional assistance to students under the direct supervision of a certified teacher. Assist in preparing, conducting, and managing of classroom activities.

### Qualifications:

#### Education/Certification:

Applicant must be at least 18 years of age

High school diploma or hold a General Educational Development (GED) certificate

Valid Texas educational aide certificate

#### Special Knowledge/Skills:

Ability to assist in instructing reading, writing, and mathematics

Ability to work well with children

Ability to communicate effectively

#### Experience:

Experience working with children and may be work in church related schools, day camps, youth groups, private schools, licensed day-care centers, or similar experience.

### Major Responsibilities and Duties:

#### Instructional Support

1. Provide instruction to students under the direction of teacher; work with individual students or small groups.
2. Assist teacher in preparing instructional materials and classroom displays.
3. Help maintain neat and orderly classroom.
4. Help with inventory, care, and maintenance of equipment.
5. Help teacher keep administrative records and prepare required reports.
6. Provide orientation and assistance to substitute teachers.

**Student Management**

- 7. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
- 8. Make teacher aware of special needs or problems of individual students.

**Other**

- 9. Participate in staff development training programs to improve job performance.
- 10. Participate in faculty meeting and special events as assigned.
- 11. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

None

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping

**Motion:** Moderate walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds)

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Printed Name \_\_\_\_\_ ID # \_\_\_\_\_ Campus \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_