



## Natalia Independent School District

P.O. Box 548, 805 Pearson St.

[www.nataliaisd.net](http://www.nataliaisd.net)

Phone: 830 663-4416 Fax: 830 663-4186



**Job Title:** All-inclusive Classroom Instructional Aide\*  
**Reports to:** Principal and Teacher(s) Assigned  
**Dept./School:** As assigned

**Exemption Status/Test:** Nonexempt  
**Date Revised:** 2021-22  
**Pay Grade:** NE 2

- \*Instructional aide staff are often utilized for multiple positions/assignments through the school year, and are funded accordingly.
- This job description is all-inclusive document for job posting purposes, and to communicate the basic responsibilities, duties, and requirements for all classifications of classroom instructional aides, including but not limited to: paraprofessionals; Head Start Aides; Kindergarten Aides; Special Education (resource/inclusion/behavioral/life skills)Aides; ISS; PE; Library; ESL; Office Support; DAEP.
- Staff are evaluated on an annual basis by the applicable primary duties performed.
- Staff are informed of their primary assignments, duties and responsibilities, and funding source(s);
- Staff are provided individual job descriptions based on their annual primary assignment.
- Please note that if your position is federally funded, then its duration is based on the availability of funds. ESSER-funded positions are temporary and last only as long as there is funding available. Its assignment is subject to the approval of the Campus Principal, the Executive Director of Academic Services, & the Superintendent. It is assigned based on the needs of the District to provide the required services to students.
- ECC & ELEM Campus assignments: Performs 100% of assigned duties on a Title I, Part A School Campus or District.
- If applicable, the Special Education Life Skills Stipend for Special Education Instructional Aides, is assigned to specific personnel by the Executive Director of Academic Services, and is determined by the needs of the specific students that are requiring services. This stipend does alter the calculated hourly rate for the school year it is assigned and is not guaranteed from one year to the next.

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### **Classroom Instructional Aide**

#### **Primary Purpose:**

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

#### **Qualifications:**

##### **Education/Certification:**

Associate's degree (preferred), two years of study at an institution of higher learning,  
*or* have met formal academic assessment as required by the Every Student Succeeds Act (ESSA), TOPP; etc.

The District will provide training as needed

Valid Texas educational aide certificate, must obtain if an individual does not possess prior to hire.

##### **Special Knowledge/Skills:**

Ability to assist in instructing reading, writing, and mathematics

Ability to work well with children

Ability to communicate effectively

##### **Experience:**

Some experience working with children



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### Major Responsibilities and Duties:

#### Instructional Support

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

#### Student Management

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

#### Other

10. Participate in staff development training programs to improve job performance.
11. Participate in faculty meetings and special events as assigned.

### 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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### **SPECIAL EDUCATION AIDE**

#### **Instructional Support:**

1. Work with individual students with mild to moderate learning disability or physical disability and/or mild to severe emotional disability.
2. Ability to follow oral and written instructions.
3. Collaborate with special education case manager in regards to special education services and any concerns with student performance
4. Collaborate with general education teachers in the implementation of student's individualized educational plan.
5. Ensure appropriate use of supplemental aids and testing accommodations.
6. Maintain inclusion logs daily; submit inclusion logs to special education case manager weekly.
7. Attend any/all required trainings – to include but not limited to Crisis Prevention Intervention.
8. Assist with supervision and monitoring of students; instructional activities inside the classroom environment; including support with physical needs and personal care.

#### **Campus Duty:**

1. Participate in district and campus staff development programs that improve job related skills.
2. Keep informed of and comply with state, district and school regulations, including daily attendance, punctuality and confidentiality.
3. Follow an established work schedule that includes instructional assignments and student support services.
4. Assist with the supervision and monitoring of students throughout the school day outside of the classroom, including the cafeteria, playground, physical education classes, boarding and exiting the bus, on community-based activities and other assigned activities.
5. Assist in maintaining student records and provide feedback as requested by teacher.
6. Use effective communication skills with students, parents and district personnel.
7. Daily attendance at work and punctuality are essential functions of the job.

#### **Other Duties:**

8. Assist with preparation of instructional materials, paperwork and record keeping.
9. Cover classroom teachers as needed for ARD/IEP meetings.
10. Other duties assigned.

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

**Tools/Equipment Used:** Standard office equipment including personal computers and peripherals



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**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

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

**Environment:** May work prolonged or irregular hours; work indoors and outdoors in varying climate

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

### LIBRARY AIDE

#### Library:

1. Assists with tasks related to loaning and recollecting library materials.
2. Assisting students with finding books (at least one at the appropriate level and one of student interest)
3. Assist students in checking out materials, inspecting returned books for damage, and send out notices for unreturned items.
4. Teach students how to effectively use the library, answer questions about library services
5. Help teachers locate materials for their classrooms.
6. Supervise students during library time (as a rotation and individually).
7. Help plan and advertise special library events, to include but not limited to book fair
8. Coordinate with teacher in ordering needed library materials
9. Encouraging students to read – providing incentives (as appropriate)
10. Be in the power zone when assisting students in the classroom

#### Instructional Materials/Resources

1. Assist district administration in inventory of instructional materials/resources
2. Assist campus administration in inventory of instructional materials/resources – to include but not limited to sorting, labeling, and organizing textbooks, workbooks, manipulatives
3. Assist campus and district administration in disseminating instructional materials/resources
4. Assist campus and district administration in recycling out of adoption or out dated materials – as indicated by campus and district administration.

#### Campus Duty:

1. Arrive to duty on time
2. Maintain positive interactions with students
3. Actively monitor students –
  - a. walking around the room
  - b. being visible
  - c. praising students for appropriate behavior
  - d. redirecting students/addressing inappropriate behavior

#### Other Duties:

1. Cover classroom teachers as needed
2. Assist in the front office and/or campus activities as needed
3. Other duties as assigned



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

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

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

**Environment:** May work prolonged or irregular hours

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

### **ISS/ESL Aide:**

#### ***Instructional Support in the ISS Room:***

1. Work with certified teacher and campus administrators to create and maintain an orderly and highly structured classroom environment.
2. Work with individual students to complete behavior think sheets and classroom assignments given by teachers.
3. Consult classroom teachers regarding student assignments.
4. Distribute, collect, and check student assignments for accuracy.
5. Maintain individual files of completed student assignments and return to classroom teachers promptly.

#### ***Student Management:***

1. Manage student behavior and administer discipline according to the campus handbook, student code of conduct, and individual education plans (when applicable).
2. Consistently administer and enforce ISS rules and procedures.
3. Record student attendance, daily logs, and discipline referrals.
4. Supervise students assigned to ISS throughout the day, during lunch, and restroom breaks.
5. Communicate to assistant principal and principal any problems or concerns
6. Students should be monitored at all times.

#### ***Positive Behavior & Intervention Support:***

1. Member of the Positive Behavior & Intervention Support System (PBIS) Committee
2. Attend all PBIS meetings
3. Assist counselor with PBIS incentives – six weeks, semester, yearly
4. Assist counselor with Counseling Bulletin Boards in each hallway

#### ***ESL Aide:***

1. Work with certified teachers, counselor, and campus administrators to provide academic support to ELL students
2. Assist with ELL testing – as needed
3. Obtain ELL folders and maintain confidentiality
4. Work with ELL students as needed.





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5. Communicate with general education teachers as needed
6. Attend any/all necessary trainings for any ELL requirements
7. Be in the power zone when assisting students in the classroom

### **Campus Duty:**

1. Arrive to duty on time
2. Maintain positive interactions with students
3. Actively monitor students –
  - a. walking around the room
  - b. being visible
  - c. praising students for appropriate behavior
  - d. redirecting students/addressing inappropriate behavior

### **Other Duties:**

1. Cover classroom teachers as needed
2. Assist in the front office and/or campus activities as needed
3. Other duties as assigned

### **ESL Aide:**

### **ESL Instructional Support:**

1. Work with certified teachers, counselor, and campus administrators to provide academic support to ELL students
2. Assist with ELL testing – as needed
3. Obtain ELL folders and maintain confidentiality
4. Work with ELL students as needed
5. Communicate with general education teachers as needed
6. Attend any/all necessary trainings for any ELL requirements
7. Be in the power zone when assisting students in the classroom

### **Campus Duty:**

1. Arrive to duty on time
2. Maintain positive interactions with students
3. Actively monitor students –
  - a. walking around the room
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### **Other Duties:**



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4. Cover classroom teachers as needed
5. Assist in the front office and/or campus activities as needed
6. Other duties as assigned

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

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

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### **Letter of Reasonable Assurance for At-Will positions:**

This letter provides notice of reasonable assurance of continued employment with the district when each school term resumes after a scheduled school break. By virtue of this notice, please understand that you may not be eligible for unemployment insurance benefits drawn on school district wages during any scheduled school breaks including, but not limited to, the summer, winter, and spring breaks. This assurance is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the district (e.g., lack of school funding, natural disasters, court orders, public insurrections, war, etc.).

This is not an employment contract. Your continued employment is on an at-will basis. Employers may terminate at-will employees at any time for any reason or for no reason, except for legally impermissible reasons. At-will employees are free to resign at any time for any reason or for no reason.

Your services on behalf of the children of the district are appreciated, and we hope that you will be able to continue your partnership with the district.



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### **“AT-WILL” EMPLOYEE EXPECTATIONS, DISCIPLINE AND RESPONSIBILITIES**

Non-contractual employees are employed on an “at-will” basis pursuant to Policy DCD (LOCAL), which states: “*At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.*” Employees are subject to assignment and reassignment at the discretion of the Superintendent.

- District employees are expected to maintain and protect the confidentiality of all personal and financial information of students, staff, and District records. The Federal Rights to Privacy in Education Act requires confidentiality of student information and records.
- District employees are expected to follow the directives of their immediate supervisor and the Department or Campus Director, as applicable.
- All District employees are expected to work cooperatively with fellow workers in a civil, cordial manner.
- Employees are prohibited from discriminating on the basis of race, color, national origin, sex, gender, age, disability, location of residence or financial status.
- All District employees are expected to comply with safety laws, procedures and policy.
- An accident or injury occurring on District property or at a District event must be reported immediately to your Supervisor or Department or Campus Director.
- Cell phones and electronic communication devices are to be used only in the event of an emergency. When an emergency occurs that requires use of your cell phone, you are to notify your Supervisor or Department or Campus Director immediately afterwards.
- The District reserves the right to discipline and/or terminate an employee who violates District policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.

The following actions are unacceptable and additionally considered grounds for disciplinary action, up to and including termination. This list is not comprehensive; but rather examples of the types of conduct that this District does not tolerate. These actions include, but are not limited to:

- Engaging in acts of discrimination, retaliation or harassment in the workplace;
- Possessing, distributing or being under the influence of illicit controlled substances;
- Being under the influence of a controlled substance or alcohol at work, on District premises, or while engaged in District business;
- Unauthorized use of District property, equipment, devices or assets;
- Damage, destruction or theft of District property, equipment, devices or assets;
- Removing District property without prior authorization or disseminating District information without authorization;
- Falsification, misrepresentation or omission of information, documents or records;
- Insubordination or refusal to comply with directives;
- Failing to adequately perform job responsibilities;
- Excessive unexcused absenteeism or tardiness;
- Disclosing confidential or proprietary District information without permission;
- Illegal or violent activity on school property or at school events;
- Falsifying injury reports or reasons for leave;
- Possessing unauthorized weapons on premises;
- Disregard for safety and security procedures;
- Disparaging or disrespecting supervisors and/or co-workers;
- Signing another person’s time card;
- Failure to sign timecard;
- Unauthorized alteration of a time card;





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- Leaving work without permission;
- Gambling on school property or at school activities;
- Sleeping on the job;
- Failure to observe dress regulations;
- Failure to call in/report absences in a timely fashion;
- Threatening or intimidating co-workers, students or parents;
- Performing unauthorized work;
- Making false or malicious statements about students, employees or parents;
- Abusive or profane language to others during work hours while on school property or during school activities;
- Failing to follow written or verbal directives;
- Falsifying invoices;
- Failure to perform job duties as described by job description or by supervisors;
- Fighting on school property or at school activities;
- Failure to timely report arrest or conviction as required by Policy;
- Violations of the Educator Code of Conduct, Policy DH (Local) and (Exhibit); and
- Any other action or conduct that is inconsistent with District policies, procedures, standards or expectations.

**This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The District reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.**

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**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 remains in effect for the duration of your employment in this current job assignment. Addendums may be attached as needed.**

My signature below evidences that these expectations, discipline, and responsibilities were provided to me by the District/Director. I have read and received a copy of the basic job description (above). I understand and agree to comply with these expectations and that failure to comply with the expectations set forth in these documents may lead to discipline, including unpaid suspension and termination of employment.

(Print & Sign below)

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_