

<b>JOB TITLE:</b>	Aide, Special Programs	<b>STATUS:</b>	Non-exempt
<b>REPORTS TO:</b>	Principal/Teacher(s)	<b>TERMS:</b>	179 days
<b>DEPARTMENT:</b>	Campus	<b>PAY GRADE:</b>	IS201

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**PRIMARY PURPOSE:**

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

**QUALIFICATIONS:**

**Education:**

High school diploma or GED

Valid Texas Educational Aide Certificate (Can be obtained once hired)

Must have completed at least two (2) years of study at an institution of higher education; or

Obtained an associate's (or higher) degree; or

Met a rigorous standard of quality demonstrated through a formal state or local academic assessment.

**Special Knowledge/Skills:**

Knowledge of general office equipment

Light clerical skills

Ability to work well with school-aged children

**Experience:**

Two years of experience working with children

**MAJOR RESPONSIBILITIES AND DUTIES**

1. Uphold and enforce school rules, administrative regulations, and state and local board policy.
2. Assist the teacher(s) in preparing instructional materials.
3. Work with individual students or small groups to complete instructional exercises assigned by the teacher(s).
4. Assist with the administration and scoring of objective testing instruments or work assignments.
5. Assist in supervising students throughout the school day, both inside and outside the classroom.
6. Keep the teacher(s) informed of any special needs or problems of individual students.
7. Assist in maintaining a neat and orderly classroom.
8. Assist in inventory, care, and maintenance of equipment.
9. Assist the teacher(s) in keeping administrative records and preparing required reports.
10. Participate in staff development training programs, faculty meetings, and special events, as needed.
11. Accurate and consistent use of Time Clock Plus (TCP) and AESOP.
12. Perform other duties as may be assigned.

**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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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

I have read and understood the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Date