

High School Educational Associate Job Description

High School:

- Weiss HS

Primary Purpose:

Provide assistance and support to summer school teachers and administrators which includes:

- Work with individual students or small groups, assisting with academic and behavioral support.
- Regularly inform the teacher of student progress and needs.
- Assist students in use of computers, printers, and academic software/computer systems.
- Monitor student behavior; discipline students as necessary following the district Student Code of Conduct.
- Monitor student progress daily and provide feedback and instructional modifications for students as needed.

In District Only - Must be a current Pflugerville ISD employee to be eligible to apply.

Minimum Education/Certification - High School diploma or GED; At least 48 semester of college work, or a Paraprofessional Highly Qualified Certificate, or an Associate's degree or higher, and a valid Texas Paraprofessional Certificate

Summer School Programming Times:

Dates & Times	Monday, June 2, 2025- Wednesday, June 18, 2025 Mondays through Thursdays
	Student Reporting Times: 8:30 AM-12:30 PM (includes lunch time)

Administrative Associate Reporting Time & Pay Information

Training/Workdays	• May 29, 2025
Hours	• 8:15 AM - 12:45 PM
Daily Salary	• \$140 daily rate (4 ½ hours per day)