

Job Title: Classroom Instructional Paraprofessional**Exemption Status/Test:** Nonexempt**Reports to:** Principal and Teacher(s) Assigned**Date Revised:** 11-4-2025**Dept./School:** Assigned Campus**Primary Purpose:**

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

Qualifications:**Education/Certification:**

High school diploma or GED
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:

Some experience working with children

Major Responsibilities and Duties:**Instructional Support**

1. Assist teacher in preparing instructional materials and classroom displays.
2. Assist with administration and scoring of objective testing instruments or work assignments.
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. Keep teacher informed of special needs or problems of individual students.
9. Conduct instructional exercises assigned by teacher, work with individual students or small groups.

Other

10. Participate in staff development training programs to improve job performance.
11. Participate in faculty meeting and special events as assigned.
12. Follow district safety protocols and emergency procedures.
13. Behave in a professional manner at all times when representing the district.

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

**Required by Every Student Succeeds Act (ESSA) for aides who are providing instructional support in Title I, Part A program.*

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.

Reviewed by _____ Date _____

Received by _____ Date _____