



## Richardson ISD

**POSITION:** INSTRUCTIONAL ASSISTANT  
**REPORTS TO:** DIRECTOR OF AFTER SCHOOL PROGRAMS  
**PERIOD OF EMPLOYMENT:** PART-TIME /12-15 HOURS A WEEK  
**SALARY:** LOCAL PAY GRADE: SALARY RANGE: \$16.00 PER HOUR

- QUALIFICATIONS:**
- High School Diploma or equivalent
  - Must be 18 years of age or older
  - Strong communication skills
  - Proficient computer skills
  - Ability to work with students PreK-6th grade
  - Working on college degree preferred

- RESPONSIBILITIES**
- Check-in and check-out of after school program students to ensure safety
  - Manage student discipline under the direction of the site coordinator
  - Distribute student snacks
  - Supervision of homework time
  - Supervision of recess time
  - Manage small group of students during activities
  - Attend required training
  - Assist in planning and implementing various activities, including arts, sports, and other enrichment
  - Adhere to after school program guidelines
  - Other duties as assigned

**APPLICATION PROCEDURE:** Apply online at [www.risd.org](http://www.risd.org). Current RISD employees should complete an internal online application at <https://www.applitrack.com/risd/OnlineApp/default.aspx>  
Applicants will be contacted if an interview is needed.

**DEADLINE FOR APPLICATION: UNTIL FILLED**

**APPROVED:**

  
Dr. Christopher B. Goodson  
Assistant Superintendent - Human Resources

**DATE:** 05/16/2025

**EQUAL OPPORTUNITY EMPLOYER**

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.