



Job Description

Position Title:	Instructional Assistant, General		
Job Title:	Instructional Assistant		
Reports to:	Campus Principal	Pay Grade:	N01
Terms of Employment:	<ul style="list-style-type: none">• 183 days per year.• At-Will employment agreement.• Salary is in the pay grade N01 on the Non-exempt SAISD Compensation Plan.• Entry hourly rate is at \$17.00 with consideration for directly related experience.	FLSA Classification:	Non-exempt
Funding Source:	This position is locally funded.		

Position Summary

Assist with individual and small group instruction in academic content areas under the direct supervision of a certified teacher.

Essential Functions / Key Responsibilities

1. Work with individual students or small student groups to conduct instructional activities and develop academic skills as outlined by the teacher.
2. Assist teacher in preparing instructional materials, paperwork and classroom displays.
3. Provide orientation, guidance, and assistance to substitute teachers as needed.
4. Assist teachers in implementing program objectives that support developmental, behavioral, and academic student performance.
5. Keep teacher informed of special needs or problems of individual students.
6. Serve as a positive role model for children and support the mission of SAISD.
7. Assist in managing student behavior, including crisis intervention, physical management of disruptive students and inappropriate behaviors, as needed.
8. Assist with maintaining a safe, neat, and orderly classroom.
9. Help with inventory, care and maintenance of equipment, books, and supplies.
10. Assist with the supervision and monitoring of students throughout the school day inside and outside of the classroom, including the cafeteria, playground, physical education classes, boarding and exiting the bus, on community-based activities and other assigned activities.
11. Assist in maintaining administrative/student records and prepare required reports.
12. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Must have **one** of the following educational requirements:
 - Associates degree or higher from an accredited college/university.
 - A minimum of forty-eight (48) semester college hours from an accredited college or university.
 - High school diploma or GED equivalent recognized by the Texas Education Agency or a regional accrediting agency and completion of the paraeducator training course provided by Stedi.org with a



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passing score of 70% or higher **or** Treasuring Our Paraprofessionals certificate through Region XX (course fees are the responsibility of the applicant)

- Eligible to obtain a paraprofessional certificate issued by the State Board of Educator Certification.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Preferred Requirements

- Bachelor's degree from an accredited college or university.

Knowledge, Skills & Abilities

- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.
- Demonstrated ability to read, write and communicate in English. (*Spanish for Bilingual Instructional Assistant*).
- Demonstrated ability to assist students with academic work at the academic grade level appropriate for the assignment.
- Demonstrated ability to work as a member of a team for the position/department assigned.
- Demonstrated ability to follow an established work schedule that includes instructional assignments and student support services.
- Demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:

<https://pol.tasb.org/PolicyOnline?key=176>.



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San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: _____

Date: _____