



SEGUIN INDEPENDENT SCHOOL DISTRICT

Job Description

JOB TITLE: Dual Language or ESL Instructional Aide
REPORTS TO: Principal
DEPT/SCHOOL: Campus

WAGE/HOUR STATUS: Non-Exempt
PAY GRADE: Clerical (2)
DAYS EMPLOYED: 186
DATE REVISED: November 2024

PRIMARY PURPOSE:

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

QUALIFICATIONS:

Education/Certification:

Associate Degree

2 years of college (48 hrs) from an Institute of Higher Education

Or hold a Certificate of Qualification for Paraprofessionals

*Must apply for TEA Instructional Aide Certification

Special Knowledge/Skills:

Effective communication and interpersonal skills

Ability to work well with children

Ability to communicate with adults and children in both English and the Home Language

General knowledge of office equipment

MAJOR RESPONSIBILITIES AND DUTIES:

1. Uphold and enforce school rules, administrative regulations and state and local board policy.
2. Assist the teacher in preparing instructional materials and classroom displays.
3. Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
4. Assist with the administration and scoring of objective testing instruments or work assignments.
5. Assist in supervising students throughout the school day.
6. Keep the teacher 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 in keeping administrative records and preparing required reports.
10. Participate in staff development training programs, bilingual staff development, faculty meetings and special events.
11. Provide orientation and assistance to substitute teachers.
12. Assist with the administration and scoring of the language placement tests.
13. Assist with the preparation and maintenance of LPAC paperwork.
14. Carries out other responsibilities as may be assigned by principal.
15. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

EQUIPMENT USED:

Uses copier, calculator, PC, printer, and/or any new technology equipment and device as acquired by the district.

WORKING CONDITIONS:**Mental Demands:**

Reading; ability to communicate effectively in both English and home language (verbal and written); maintain emotional control under stress.

Physical Demands/Environment Factors:

Moderate standing, stooping, bending and lifting

Other: Supervise loading and unloading of students from vehicles.

REMOTE INSTRUCTION:

Be available by phone, email, or video conferencing during indicated work hours (confirm expected work hours with campus administration) to confer with district personnel, students, and/or parents. The rest of the workday is committed to planning, preparing, implementing, and providing support to campus teachers, as instructed by administration.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of paraprofessional personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

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.

Reviewed by _____ Date _____

Employee Signature _____ Date Received _____