



SEGUIN INDEPENDENT SCHOOL DISTRICT Job Description

JOB TITLE: Physical Education Aide
REPORTS TO: Principal
DEPT/SCHOOL: Campus

WAGE/HOUR STATUS: Non-Exempt
PAY GRADE: Clerical (1)
DAYS EMPLOYED: 186
DATE REVISED: November 2024

PRIMARY PURPOSE:

Assist the teacher in the preparation and management of classroom activities and Administrative requirements; work under the supervision of one or more certified Teachers

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
General knowledge of office equipment

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist the teacher in preparing instructional materials and classroom displays.
2. Assist with the administration and scoring of objective testing instruments or work assignments.
3. Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
4. Provide orientation and assistance to substitute teachers when needed.
5. Assist the teacher in keeping administrative records and preparing required reports.
6. Keep the teacher informed of any special needs or problems of individual students.
7. Uphold and enforce school rules, administrative regulations, and state and local board policy.
8. Assist in supervising students throughout the school day, both inside and outside the classroom.
9. Assist in maintaining a neat and orderly classroom

10. Assist in inventory, care, and maintenance of equipment.
11. Participate in staff development training programs, faculty meetings, and special events, as needed.
12. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

EQUIPMENT USED:

Varied used of copier, audiovisual equipment and other instructional related equipment;
Occasional use of typewriter and specialized equipment, as appropriate.

WORKING CONDITIONS:

Mental Demands:

Reading; ability to communicate effectively (verbally and written); maintain emotional control under stress

Physical Demands/Environment Factors:

Excessive standing, stooping, bending and lifting, lots of physical activity

Other:

REMOTE LEARNING:

In the event of a school closure, be readily available to assist campus teachers and administration in continuing instruction remotely. See campus administration for specific duties. Be available during normal working hours for phone conferences, zoom calls and/or emails.

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 _____