SEGUIN INDEPENDENT SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE:	Instructional Aide		
REPORTS TO:	Principal	PAY GRADE:	Clerical
DEPT / SCHOOL:	Campus	DAYS EMPLOYED:	187
EXEMPTION:	Non-Exempt	DATE REVISED:	Oct. 2026

Primary Purpose:

Assist the teacher in the preparation and management of the classroom activities and administrative requirements. Work under the supervision of one or more certified teachers.

Qualifications:

Education/Certification:

High School Diploma
Associate Degree (preferred)
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:

Bilingual (Preferred)
Effective communication and interpersonal skills
Ability to work well with children
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, both inside and outside the classroom.
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, faculty meetings and special events, as needed.

11. Provide orientation and assistance to substitute teachers.

12. Regular exposure to noise.

13. Report to work on time every day.

14. Perform additional duties and accepts other responsibilities as may be assigned.

Supervisory Responsibilities:

Equipment Used:

Copier, audiovisual equipment and computers.

Working Conditions:

Mental Demands:

Reading; ability to communicate effectively (verbally and written); maintain emotional control under stress; ability to handle all types of behavior

Physical Demands/Environment Factors:

Moderate standing, stooping, bending and lifting

Other:

Able to work outdoors in inclement weather (rain, cold, extreme heat, etc.)

Remote Learning:

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 _____