SUNNYVALE ISD VACANCY ANNOUNCEMENT
An Equal Opportunity Employer*

Position Title: Instructional Aide – Physical Education
Wage/Hour Status: Nonexempt
Reports to: Principal and Teacher Assigned
Salary Range: District Salary Scale
Dept./School: Sunnyvale Middle School
Date: October 30, 2026
Length of Work Year: 10 months
School Year: 2026-2027

Primary Purpose:
Provide instructional assistance to students under the direct supervision of a certified teacher. Assist in preparing, conducting, and managing of classroom activities.

Qualifications:

Education/Certification:
High school diploma or hold a General Educational Development (GED) certificate
Have met formal academic assessment, associate's degree, or two years of study at an institution of higher learning
Valid Texas educational aide certificate

Special Knowledge/Skills:
Ability to work well with children
Ability to communicate effectively
Knowledge of nutrition and benefits of daily exercise
Classroom management strategies
Ability to lead a class of students through fitness activities
Ability to work well with a team
Positive attitude

Experience:
Some experience working with children

Major Responsibilities and Duties:

Instructional Support
1. Provide instruction to students under the direction of teacher; work with individual students or small groups.
2. Assist teacher in preparing instructional materials and classroom displays.
3. Assist with administration and scoring of objective testing instruments or work assignments.
4. Help maintain neat and orderly classroom.
5. Help with inventory, care, and maintenance of equipment.
6. Help teacher keep administrative records and prepare required reports.
7. Provide orientation and assistance to substitute teachers.

Student Management
8. Help supervise students throughout school day, inside and outside classroom. This includes before/after school, lunchroom, bus, and playground duty.
9. Make teacher aware of special needs or problems of individual students.

Other
10. Participate in staff development training programs to improve job performance.
11. Participate in faculty meeting and special events as assigned.
12. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:
None

Applicants for all positions are considered without regard to race, color, sex (including pregnancy, sexual orientation, or gender identity), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice. In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. Inquiries about the application of Title IX to employment should be referred to Title IX Coordinator, Amy Tutle, Executive Director of Student & Staff Services, 417 E. Tripp Rd., Sunnyvale, TX 75182, amy.tutle@sunnyvaleisd.com, 972-226-5974.

Mental Demands/Physical Demands/Environmental Factors:
Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment; athletic equipment
Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; moderate grasping/squeezing, wrist flexion/extension, and reaching
Motion: Frequent walking and physical movements associated with physical education
Lifting: Frequent light lifting and carrying (less than 15 pounds); occasional moderate lifting or carrying (15-35 pounds)
Environment: Regular exposure to noise; work outside (exposure to sun, heat, cold, and inclement weather) and inside; prolonged exposure to noise
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Application Procedures:
District Employees: Complete online application through Frontline Applitrack (https://www.applitrack.com/sunnyvaleisd/onlineapp/) and Complete District Transfer form and submit to Human Resources
Outside Applicants: Complete online application through Frontline Applitrack (https://www.applitrack.com/sunnyvaleisd/onlineapp/) and address questions to:

Angel Perez
Principal
Sunnyvale Middle School
216 N Collins Rd
Sunnyvale, TX 75182
angel.perez@sunnyvaleisd.com

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