

## Terrell I.S.D. Job Description

*Terrell Independent School District is an Equal Opportunity Employer*

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District.

In accordance with Terrell I.S.D. Board Policy DC (LOCAL) the following position is open:

**Job Title:** Head Start Aide

**Work Days:** 181 (Part time)

**Report to:** Principal/Head Start Director

**Pay Grade:** According to TISD Salary Schedule

**Dept./School:** W.H. Burnett Elementary School

**Start Date:** 2022-2023 School Year

**Contact Person:** Melissa Nichols  
Director of Human Resources

**Date Posted:** January 20, 2023

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### Primary Purpose:

Collaborate and assist Head Start classroom teacher with daily instructions and classroom preparations. Assist with the preparation and management of classroom activities and administrative requirements.

### Qualifications:

#### Education/Certification

High School diploma or GED  
Valid Texas Educational Aide certification  
Must be compliant to NCLB guidelines  
Must be compliant to Head Start Policies and Guidelines

#### Special Knowledge/Skills

Ability to plan for and instruct large and small group activities  
Ability to communicate effectively with all served by Head Start  
Strong organizational and interpersonal skills  
Bilingual preferred

#### Experience

Some educational experience with 4-5 year olds (preferred)

### Major Responsibilities and Duties:

#### Instructional Support

1. Collaborative plan with classroom instructor weekly to meet Performance Standard.
2. Instruct daily center and large group activities.
3. Monitor and maintain classroom folders.
4. Monitor and maintain centers.
5. Collaborative plan and display students' work on bulletin boards.

#### Student Management

6. Supervise and monitor oral hygiene requirement.
7. Monitor students during group, centers, recess, lunch, hallway, etc.
8. Assist with physical and personal care needs including restroom and meals.
9. Discuss nutritional and health matters during lunch.
10. Complete daily observation forms.

#### Classroom Maintenance

11. Sanitize according to established schedule all classroom equipment.
12. Organize and plan for next day's activities.

#### Other

13. Willing to attend Instructional Staff Development and workshops as deemed necessary by Director.

14. In the absence of classroom instructor, assume all instructional and management duties as prescribed by curriculum, scheduling and parent involvement responsibilities. (i.e. home visits and parent conferences)
15. All other duties as assigned.

**Equipment Used:**

Copier, personal computer, and audiovisual equipment.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Application Procedures**

**Please submit requested information to:**

Terrell ISD Human Resources Department  
Attention: Melissa Nichols, Director of Human Resources  
700 North Catherine Street  
Terrell, Texas 75160  
Office Number: 972-563-7504  
Fax: 972-551-5712  
Email: [melissa.nichols@terrellisd.org](mailto:melissa.nichols@terrellisd.org)

**District Employees:**

1. Letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Resume
3. Transfer form by deadline date

**Outside Applicants:**

1. Letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Certificate(s)
3. Resume
4. Online Application go to <https://www.applitrack.com/terrellisd/onlineapp>
5. Transcripts
6. DPS Computerized Criminal History (CCH) Verification form. Contact TISD Human Resources Department.

After you have submitted the online application please contact Veronica Gonzalez at 972-563-7504 ext. 3338 or email her at [jasmine.casteneda@terrellisd.org](mailto:jasmine.casteneda@terrellisd.org) to let her know which position you are applying for.

Terrell ISD has a strong commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people including men, women, ethnic minorities and individuals with disabilities.