

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: Instructional Aide

Work Days: 181

Reports to: Principal

Pay Grade: According to TISD Salary Schedule

Dept./School: Campus Assigned

Start Date: 2022-2023 School Year

Contact Person: Melissa Nichols
Director of Human Resources

Primary Purpose:

Assist teacher in preparation and management of classroom activities and administrative requirements.

Qualifications:

Education/Certification:

High School Diploma or GED
Valid Texas Educational Aide certificate

Special Knowledge/Skills:

Ability to work well with children
Ability to communicate effectively

Experience:

Some experience working with children

Major Responsibilities and Duties:

Instructional Support

1. Assist teacher in preparing instructional materials and classroom displays.
2. Assist with administration and scoring of objective testing instruments or work assignments.
3. Help maintain neat and orderly classroom.
4. Help with inventory, care, and maintenance of equipment.
5. Help teacher keep administrative records and prepare required reports.
6. Provide orientation and assistance to substitute teachers.

Student Management

7. Conduct instructional exercises assigned by the teacher; work with individual students or small groups.
8. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
9. Keep teacher informed 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. 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.

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

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. Transcript(s)
6. DPS Computerized Criminal History (CCH) Verification form. Contact TISD Human Resources Department.

After you have submitted the online application please contact Jasmine Castaneda at 972-563-7504 ext. 3338 or email her at jasmine.castaneda@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.