

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: Bilingual Instructional Aide

Work Days: 171

Reports to: Principal

Pay Grade: According to [TISD Salary Schedule](#)

Dept./School: Dr. Bruce Wood Elementary

Start Date: 2025-2026 School Year

Contact Person: Jasmine Castaneda
Human Resources Specialist

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
Bilingual preferred

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 program 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. Moderate standing, stooping, bending and lifting.
Daily in-person attendance is essential for this position.

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

District Employees:

1. Complete an internal application online at <https://www.applitrack.com/terrellisd/onlineapp/>
 - a. You may attach an updated resume
 - b. You may attach a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Other credentials as applicable

Outside Applicants:

1. Online Application <https://www.applitrack.com/terrellisd/onlineapp>
 - a. You may attach a resume and a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
 - b. Other credentials as applicable
2. Official transcript(s) will be requested after a recommendation for hire is received

Terrell ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Melissa Nichols; *Executive Director of Human Resources*
700 North Catherine Street
Terrell, Texas 75160
Office Number: 972-563-7504
Email: melissa.nichols@terrellisd.org