

United Independent School District

Department of Human Resources

TEACHER AIDE

Campus Assignment

Primary Purpose:

Assist the teacher in the preparation and management of classroom activities and administrative requirements, including distance learning or virtual instruction.

Educational Qualifications:

- High School Diploma or GED
- Associates Degree and/or Bachelors degree required
OR
- Minimum of 48 college hours or more
OR
- Must be a current active UISD Substitute Teacher that has successfully completed the Paraprofessional Assessment of Knowledge and Skills (PAKS) with at least one (1) year of service with the District
- Valid Texas Educational Aide Certificate
- Ability to work well with children
- Ability to communicate effectively
- Some experience working with children

Major Responsibilities and Duties:

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.
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.
9. Keep teacher informed of special needs or problems of individual students.
10. Participate in staff development training programs to improve job performance.
11. Participate in faculty meeting and special events as assigned.
12. Uses copier, personal computer, typewriter, and audiovisual equipment
13. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
14. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
15. Assist in maintaining a safe and healthy work environment.

Distance Learning and Virtual Instruction Duties and Responsibilities

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

16. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
17. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

Teacher Aide (continued)**Working Conditions:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; maintain emotional control under stress. Some bending, lifting, and stooping while performing job related functions.

Distance Learning Working Conditions:

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

Terms of Employment:

Wage / Hour Status: Non Exempt

Minimum Salary: \$15,705

Pay Grade: 1A

Minimum Work Days: 183

Months / Hours per Day: 10 / 7

Date Last Revised: 07/20

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 skill that may be required.