

This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.

Job Title: Classroom Instructional Aide
Reports to: Principal and Teacher(s) Assigned

Exemption Status/Test: Nonexempt
Date Revised: March 22, 2019

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:

Associate's degree, two years of study at an institution of higher learning, or have met formal academic assessment as required by the Every Student Succeeds Act (ESSA)
Valid Texas educational aide certificate

Special Knowledge/Skills:

Ability to assist in instructing reading, writing, and mathematics
Ability to work well with children
Ability to communicate effectively

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 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.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment

Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping

Motion: Moderate walking

Lifting: Regular light lifting and carrying (less than 15 pounds)

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Applicants with questions should contact the principal, Wes Corzine at wcorzine@hisd.us.

Apply using the professional application located on the Huckabay ISD webpage located under the human resources menu (<http://www.hisd.us/Page/279>).

Electronic submissions are encouraged and should be submitted to Wes Corzine at wcorzine@hisd.us. Submissions in person or by US Mail will be accepted at 200 CR 421, Stephenville TX 76401.

Salary based on teacher experience and Huckabay ISD teacher pay scale.

Position open until filled.