

**Job Title:** **Instructional Aide**  
**Reports to:** **Principal and Teacher(s) Assigned**  
**Dept./School:** **Assigned Campus/Department**

**Wage/Hour Status:** **Nonexempt**  
**Date Revised:** **July 14, 2006**

**Primary Purpose:**

Assist teacher in preparation, management and delivery of classroom activities and administrative requirements. **Work under supervision of certified teacher.**

**Preferred Minimum Qualifications:**

**Education/Certification:**

High school diploma or GED

Valid Texas educational aide certificate

Qualified under the No Child Left Behind (NCLB) guidelines (if needed for assignment)

**Special Knowledge/Skills:**

Ability to work well with children

Ability to communicate effectively

**Experience:**

Some acceptable 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**

9. Maintain confidentiality.
10. Participate in staff development training programs, faculty meetings, and special events as assigned.

**Supervisory Responsibilities:**

Students as assigned.

**Equipment Used:**

Copier and personal computer.

**Working Conditions:**

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

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

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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.

Approved by Ned Burns, Superintendent

Date July 14, 2006