Angleton ISD

JOB TITLE: Instructional Assistant- Classroom

EXEMPTION STATUS/TEST: Nonexempt

REPORTS TO: **Principal**

DEPT. /SCHOOL: **Assigned Campus**

WAGE/DAYS: **PT-1/187 Days**

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:
High school diploma or hold a General Educational Development (GED) certificate
Have met formal academic assessment, associate's degree, or two years of study at an Institution of higher learning*
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.

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.

12. Follow district safety protocols and emergency procedures.

13. Other duties 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

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____

It is the policy of the Angleton Independent School District not to discriminate on the basis of race, color, national origin, sex, handicap, or age as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age