# DUNCANVILLE ISD

*Writing success stories, one student at a time.*

**Job Title: Aide – Instructional**

**Wage/Hour Status**: Non-Exempt

**Reports to**: Principal and Teacher(s) Assigned

**Pay Grade**: IS-1

**Dept. /School:** Assigned Campus

**Date Revised:** 12-01-2016

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**Primary Purpose:**

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

**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

**Experience:**

Some experience working with children

**Major Responsibilities and Duties:**

Instructional Support

- Assist teacher in preparing instructional materials and classroom displays
- Assist with administration and scoring of objective testing instruments or work assignments
- Help maintain neat and orderly classroom
- Help with inventory, care, and maintenance of equipment
- Help teacher keep administrative records and prepare required reports
- Provide orientation and assistance to substitute teachers

Student Management

- Conduct instructional exercises assigned by the teacher; work with individual students or small groups

- Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty
- Keep teacher informed of special needs or problems of individual students

Other

- Participate in staff development training programs to improve job performance
- Participate in faculty meeting and special events as assigned

**Supervisory Responsibilities:**

None.

**Equipment Used:**

- Copier
- Personal computer
- Audiovisual equipment

**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.

Employee Print Name _____

Employee Signature _____ Date _____