DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title:	**Aide Bilingual Classroom**	**Wage/Hour Status**:	Non-Exempt
Reports to:	Principal and Teacher(s) Assigned	**Pay Grade**:	IS-2
Dept. /School:	Assigned Campus	**Date Revised:**	6/23/2026

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:

- Bilingual
- 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.

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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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 _____